

**OFFICE FOR EUROPE AND EUROPEAN INSTITUTIONS**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer  
**Section:** Office for Europe and European Institutions  
**Location:** Brussels, Belgium

**BACKGROUND AND JUSTIFICATION**

The Liaison activities of the UN-Habitat's Office for European Institutions aims to provide an added value to the overall work of UN-Habitat in its relations with European Union (EU) entities and bodies, the network of Member State Permanent Representations, the Government of Belgium, the Northern European bilateral donors, civil society organisations and think tanks that have established themselves around the EU. It also aims to support UN-Habitat's technical cooperation activities in launching and maintaining a productive policy dialogue with European Partners, advocacy and fund raising campaigns and mobilizing other relevant resources and support to the Programme.

In 2018-2019, The European Commission expressed readiness to step up the *cooperation with UN-Habitat and other UN entities in the urban dimension of Agenda 2030 and the New Urban Agenda*, to a ***strategic and coordinated partnership primarily based on sharing knowledge both inside the EU, and globally with third countries***. Building the partnership at the new level will require additional capacity at the Office especially in the new programming period, MFF 2021-27, and the first 3 years will be critical for forging UN-Habitat's collaboration with the EU.

Hence the UN-Habitat Office for European Institutions urgently needs more human resources for Liaison activities, i.e. Junior Programme Officer (JPO) to promote the UN-Habitat agenda, policies and programmes to the EU to strengthen policy dialogue and to mobilize political and financial support for UN-Habitat activities.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Within delegated authority, guided by the strategy and functions of the External Relations Division, and its Office for Europe and European Institutions, the JPO, supervised by the Chief of the Office, will be responsible for the following duties:

Assist in policy development, including the review and analysis of issues and trends in international urban diplomacy, preparation of evaluations or other research activities and studies:

- Researching, analyzing and presenting information gathered from diverse sources
- Prepare various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Providing substantive support to meetings, conferences, etc., which includes proposing agenda topics, identifying participants, preparation of background documents and presentations, etc.

- Identifying, managing, coordinating and strengthening existing and potential areas of policy collaboration and development cooperation with the European Union Institutions; including outreach to EU policy makers, think tanks, private sector and academic institutions that have an influence within the EU.
- Undertaking, maintaining and advancing policy dialogue with the African, Caribbean, Pacific Group of States (ACP) Institutions, in particular with its General Secretariat, mobilizing the Council of Ministers and the ACP-EU Joint Parliamentary Assembly, as well as the Committee of ACP Ambassadors in order to ensure their support for the inclusion of urbanization issues in the development priorities.
- Undertaking a policy dialogue with local government associations and relevant civil society organizations in Europe on UN-Habitat's mandate and mission, campaigns, programmes and activities.
- Preparing and coordinating EU briefing notes and policy papers for the ED/DED and other UN-Habitat senior officials.
- Preparing and setting up meetings, workshops and roundtables on key policy issues related to cooperation and strategic partnership between UN-HABITAT and the EU Institutions, the ACP Group and other international institutions.
- Representing UN-Habitat in negotiations with EU Institutions concerning contractual and procedural matters.

Participate in and conduct Advocacy, outreach and communication activities:

- Promoting and elevating the profile of UN-Habitat, its mandate and work programme, focusing on sustainable urbanization as the basis for normative activities.
- Monitoring the European media with regard to human settlements issues, liaising with journalists and identifying issues related to the UN-Habitat mission and work programme with a view to increasing European public awareness on UN-Habitat, its mandate and activities.
- Assisting European Parliamentary Committees as well as political and working groups in addressing issues concerning human settlements, including providing them with briefing notes on UN-Habitat's initiatives and activities.
- Representing UN-Habitat in international conferences, workshops, meetings, seminars and other relevant events organized in Europe related to human settlements issues.
- Contributing to UN-Habitat advocacy, information and publicity campaigns (World Habitat Day and launches of the World's Cities Report) and other UN media events including relevant International Days and the Sustainable Development Goals campaign.

Participate in activities related to resource mobilization and budget and funding

(programme/project preparation and submissions, progress reports, financial statements, etc.)

- Establishing, maintain and strengthen relationships with European bilateral agencies that currently and potentially fund both non-earmarked and earmarked UN-HABITAT activities in order to ensure future funding prospects.
- Mobilize funding for UN-HABITAT from the European Commission and financial institutions in North Western Europe (European Investment Bank, European Bank for Reconstruction and Development etc.) and other relevant entities.
- Coordinate UN-HABITAT inputs regarding matters related to EU funding requests.

- Provide substantive inputs where appropriate to UN-HABITAT projects and programmes carried out within Europe.

Contribute to reporting:

- Preparing the annual work plan and budget as well as the annual financial report.
- Providing regular analyses on developments of interest to UN-HABITAT and reporting to headquarters.
- Coordinate with UN-Habitat offices based in Europe in improving UN-Habitat's common action and visibility and in promoting its mission and mandate.
- Enhancing UN-Habitat's cooperation with all UN Agencies represented in Brussels - including task forces and policy teams - in order to promote UN-Habitat's mission and increase possibilities of effective and productive collaboration.
- Maintaining databases that contain financial programme activity and output data documenting UN-Habitat activities carried out with EC funding.

Performs other duties as required.

## **TRAVEL**

For this post, occasional travel is required to Institutions based elsewhere, than Brussels (Strasbourg, Luxembourg, Paris, Bonn etc.), and to EU events in other locations.

## **TRAINING AND LEARNING ELEMENTS**

The JPO will have the opportunity to participate in a variety of activities of the Office with guidance and support from the senior colleagues, including those on missions from the Headquarters to Brussels. The JPO will have the opportunities of on-the-job training on all subjects listed under "Duties" above. All training courses available to staff members will also be available to the JPO. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system AND its interface with the European Institutions, as well as with working with other international institutions and national and local governments. It is expected that the JPO attends at least five international conferences/workshops/seminars per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

### **Education**

Advanced university degree (Master's degree or equivalent) in urban planning, communications, management, political and/or social sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of two years of progressively responsible experience in project or programme management, administration or related area, developing and/or implementing international

sustainable development programmes involving donor community, clients and civil society groups, preparing and implementing technical assistance/capacity development projects, and writing project progress reports for project Steering Committees, Governance Bodies and Senior Management.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position fluency in English and French (both oral and written) is required. A good working knowledge of Spanish is desirable.

### **Competencies**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field; Ability to identify issues, analyze and participate in the resolution of issues/problems; Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; Shows pride in work and in achievements; demonstrates professional competence; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to

appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## **SUPERVISION**

JPO position will be embedded at the Office of the Executive Director - its Office for European Institutions. The JPO will be supervised by the Chief of the Office.