

TEMPORARY VACANCY ANNOUNCEMENT

TVA No. 10/2014

Issued on: 9 may 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Khartoum - Sudan
FUNCTIONAL TITLE:	Human Settlements Officer (HSO) – Temporary Appointment
LEVEL:	P-3
DURATION:	11 months
CLOSING DATE:	23 May 2014

Background

UN-HABITAT Sudan has developed in recent years a complex but consistent programme of interventions that addresses urbanisation, basic services delivery, housing development and livelihoods. Activities range from policy and strategy formulation to studies and assessments, training and capacity development, and implementation of physical interventions at the local level, applying participatory approaches and alternative low-cost and environmental friendly construction technologies. The programme contributes to the peace building efforts and initiates a recovery process which can lay the foundations for sustainable urbanization, hence breaking the current vicious cycle of dependency on humanitarian aid. So far the programme is been implemented in Khartoum state, Blue Nile state and Darfur Region, and has the ambition to expand to Eastern Sudan, as well as starting national initiatives. UN-Habitat Sudan participated effectively in the development of Darfur Development Strategy and managed to secure funds for a number of early recovery/development project for Darfur from the Qatari Funds under the Fast Projects initiatives starting 2014/2015.

Duties and Responsibilities

Under the supervision of the CTA/Head of Country Programme, and in coordination with national professionals in Khartoum, Blue Nile and Darfur, the HSO shall perform the following duties and responsibilities:

- 1) Assist the CTA/Head of Country programme in the development of new programmes and initiatives for fund raising purpose, and participate effectively in the negotiation with multilateral/bilateral donors for resource mobilisation; including joint programmes with UN agencies and relevant federal and state government stakeholders
- 2) Support the smooth implementation of on-going projects and activities in Sudan, and provide technical and professional guidance to the national Urban Planners, national Land Expert and Field Engineers. Carry out field visits to Darfur and other states of Sudan to ensure smooth implementation of project activities, quality assurance and timely delivery

- 3) Prepare regular and progress reports for donors and UN-Habitat HQ and the Regional Office for Arab States and circulated internally for ensuring greater coordination and information sharing within the agency;
- 4) Ensure coordination and close collaboration with the Resident Coordinator Support Office (RCSO), and programme staff from other UNCT members and present UN-Habitat in different cluster, sectors and thematic working group meetings in Khartoum and Darfur
- 5) Support in the preparation of Concept Notes, Project Proposals, Terms of Reference, Agreements of Cooperation, Project Briefs and other substantive administrative issues.
- 6) Take Particular responsibility in building the capacity of Sate Ministry of Urban Planning and Development in three states of Darfur and Blue Nile state on Urban and Regional Planning and land management.
- 7) Liaise with the Programme Management Officer (PMO) of ROAS in monitoring financial and technical performances of activities and projects.
- 8) If requested, serve as the Officer-in-Charge of the Sudan Programme in the Chief's absence.
- 9) Undertake other assignments within the incumbent's area of competence, as may be reasonably required.

COMPETENCIES

Professionalism/Technical Skills: should have Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, as well as recognized technical knowledge in the fields of Urban Planning, Pro-poor Housing and Land Management. Acquire skills in implementation and evaluation, technical cooperation, programming and budgeting. Ability to identify, independently assess, formulate recommendations to resolve a wide range of issues/problems.

Communication: excellent oral and written communication skills, combined with a proven ability to make presentations and write reports/projects, as well as in conceptualizing and implementing strategies for fund-raising.

Planning and 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation: must be able to understand the needs from partners at country level and provide adequate technical advice by taking care of the cultural sensibilities.

QUALIFICATIONS

Education: A Master's degree in Architecture, Urban Planning or other relevant discipline or a first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: At least 10 years of progressively responsible ‘post qualification’ experience, at least 5 of which relate directly with urban planning and housing issues, at least 5 years’ experience in UN or other international organizations. Proven project management knowledge; experience in UN interagency coordination, and working experience in Africa/Arab states would be an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required, good command of Arabic Language would be an advantage.

Other Skills: Ability to communicate with donors and government partners. Sound judgment, analytical skills, networking and interpersonal skills, and report/project writing skills.

Remuneration

See UN website http://www.un.org/Depts/OHRM/salaries_allowances/index.html

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.

All applications should be submitted to:

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Deadline for applications: 23 May 2014

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org