

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 03 June, 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant (Urban Planning)
DURATION:	5 months
CLOSING DATE:	10 June, 2014

Background

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

The Urban Planning & Design Branch (UPDB) of UN-Habitat supports countries in developing urban planning methods and systems that address current urbanization challenges. It promotes urban planning and environmental management approaches to address climate change mitigation and adaptation in urban areas, as well as urban biodiversity, urban mobility and energy in the context of sustainable urban development. UPDB focuses on spatial planning at national, the city-region, landscape and city-wide scales and design at the intra-city scale. It also addresses issues related to cities and climate change, cities and biodiversity, the urban green economy and urban and peri-urban agriculture and forestry. The Branch targets its policy advice, guidelines and technical support to fast-growing cities in transitional, developing and least-developed countries. Its work builds on the well-tested Environmental Planning and Management process, which has equipped cities and their wide ranges of actors to deal with the challenges of sprawl, congestion, exclusion, climate change, resource limits, habitat degradation and food insecurity. The UPDB has three main Units: Regional and Metropolitan Planning, City Planning, Extension and Design Unit, and the Climate Change Planning Unit

Responsibilities

The specific tasks of the study are to

- To assist with the design, layout and management of the printing and delivery of the Regional and Metropolitan Planning Unit publications including on National Urban Policies, international Guidelines on Urban and Territorial Planning, metropolitan planning and the Global Land Indicators Initiative (GLII).
- Design of materials related to the International Guidelines on Urban and Territorial Planning as well as metropolitan planning. Such materials may include PPT, Guidelines, EGM report, flyers and case studies, etc.
- Design and layout materials that related to the Global Land Indicators Initiative which may include logos, flyers, newsletter, tools, guides, briefs, manuals, reports, publications, etc
- Design materials related to the metropolitan planning work which may include flyers, publications
- Assist in layout and design of 2 publications (Public Space Toolkit and Spanish version of Urban Planning for City Leaders)
- Provide support to Urban Planning Lab with design and presentation work

- Supporting UPDB production of information materials (presentations in particular) as well as publications, if required

Duration of assignment:

This assignment will be for five months starting 01 July 2014 and end 30 November 2014.

Competencies

Professionalism: Training and experience of working in human settlements issues with good research and analytical skills. Knowledge and experience of carrying out baseline and similar studies is essential. A good understanding of results-based management or logic models is required.

Communication: Ability to articulate ideas in an effective, clear and concise style both orally and in written to staff at all levels in the organization is required; and a proven ability to prepare comprehensive, well written and accurate documents and reports is important;

Planning and organizing: Ability to plan, coordinate and monitor own work in an efficient and timely manner. Identify priority activities and assignments and adjusts work accordingly. Has respect for and commitment to agreed timelines.

Teamwork: Proven ability to work collaboratively across the organization with staff at different levels in a flexible manner; Working with all branches, offices and units, establish an effective working relationship that facilitates cooperation and provision of inputs. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity is essential.

Education: Bachelor Degree in Architecture / Graphic Design / Design and preferably complemented by a Master Degree in Graphic Design / Design.

Work Experience: At least 1 year of relevant experience in Graphic Design area, mainly experience in the publication sector. Experience of working with international, bi-lateral, national and donor organizations with multi-sectorial teams. Work within the UN design pattern will be considered an advantage. Work within the UN design pattern will be considered an advantage. Competency and experience in using Adobe package: Illustrator, InDesign and Photoshop mainly. Competency and experience in using Autocad architectural software.

Language: For this position, strong communication skills, both oral and written. A strong command of the English language is required.

Other Desirable Skills: Proven ability to work with multi-disciplinary and multi-national teams comprised of staff at medium and senior levels in the organization. Ability to generate written reports. Ability to use Auto CAD software for designing urban infrastructure (additional). Ability to use 3D software for designing urban infrastructure (additional). MS Office - advanced user of MS Excel (additional)

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.
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration
- Cover memo (maximum 1 page)

Please also be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to:

Mr. Rizwan Kasmani
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya
Email: rizwan.kasmani@unhabitat.org
Fax: + 254 20 7625325

Deadline for applications: 10 June, 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