

## CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 05 August 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Architect
DURATION:	8 Months
CLOSING DATE:	20 August 2014

### **BACKGROUND**

The United Nations Office at Nairobi (UNON) is the UN headquarters in Africa and the representative office of the Secretary-General. UNON supports programme implementation of the UN Environment Programme (UNEP) and the UN Human Settlements Programme (UN-HABITAT) globally, as well as other UN offices in Kenya, by providing administrative, conference and information services (www.unon.org). This post is located in UN-Habitat that 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. UN-Habitat is the lead agency within the United Nations system for the implementation of the Habitat Agenda. UN-Habitat helps the urban poor by transforming cities into safer and healthier places with better opportunities. It works with organizations at every level, including all spheres of government, civil society and the private sector. This post is located in the Urban Energy Unit of the Urban Basic Services Branch. Within this Programme, the objective of the focus area on urban energy is to promote approaches, methods, and instruments for promoting sustainable urban energy.

### **RESPONSIBILITIES**

The position of Architectural Consultant with experience in sustainable building is required to provide architectural input in the delivery of the Promotion of Energy efficiency in Buildings in East Africa project, funded by GEF.

The candidate is requested to work in awareness creation for the general public, and technical capacity building for professionals on EEB, providing technical advice on sustainable building, developing materials and documents for awareness raising in sustainable building and appropriate technology realizing instrument to inform architects, building owners, real estate developers and other actors that have adopted energy efficiency and green building criteria in their buildings.

Under the supervision of the Leader, Urban Energy Unit, the incumbent will:

- Provide continuous architectural support to the Urban Basic Services Branch of UN-Habitat in its various Programmes.
- To produce awareness materials for different auditors, to support development of the Journal of Sustainable Building Designs, to prepare technical notes on efficient urban planning, district energy and smart grid. Other tasks including the provision of technical advice on sustainable buildings and energy efficiency, support to publications, support on the organization of workshops, trainings and other activities. Provide architectural input in the delivery of the Promotion of Energy Efficiency in Buildings in East Africa (PrEEBEA) project.

### **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**

The incumbent is required to have an advanced university degree (Master's degree or equivalent) in Architecture. 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 3 years' experience practicing as an architect for sustainable buildings and energy efficiency techniques is required. During this period, the candidate must have been involved in projects addressing sustainable buildings design and guidelines for Energy and Resource efficiency regulations.

### **LANGUAGE SKILLS**

For this position, strong communication skills, both oral and written. A strong command of the English language is required. Knowledge of French and Spanish will be an asset.

### **OTHER SKILLS**

Knowledge of sustainable buildings design and guidelines for Energy and Resource efficiency regulations; International working experience in developing countries. Good knowledge of AutoCad software, Indesign, Photoshop and Illustrator.

### **REMUNERATION**

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website ([inspira.un.org](http://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:

Ms. Giulia D'Angiolini  
 Project Manager EEBEA  
 Urban Energy Unit  
 UN-HABITAT  
 P.O. Box 30030, 00100 Nairobi, Kenya

Email: [Giulia.DAngiolini@unhabitat.org](mailto:Giulia.DAngiolini@unhabitat.org)

Cc: [Souleymane.Diawara@unhabitat.org](mailto:Souleymane.Diawara@unhabitat.org)

**Deadline for applications: 20 August 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](mailto:recruitment@unon.org)*