

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 26 August 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultancy: Partnership and Networking Officer
DURATION:	12 months (with possible extension)
CLOSING DATE:	15 September 2014

BACKGROUND

The Global Land Tool Network (GLTN/the Network) is an alliance of global, regional and national partners aiming to contribute to poverty alleviation through land reform, improved land management and security of tenure. GLTN aims to improve global coordination on land, strengthen existing land networks, and improve the level and dissemination of knowledge about how to foster tenure security at scale. It promotes the establishment of a continuum of land rights, rather than just focusing on formal land titling. In order to do this it works with and through the alliance of GLTN partners to develop, test and promote pro-poor and gender-responsive land policies, tools and frameworks. Additionally, GLTN aims to improve global coordination on land by embracing and promoting a shared agenda and multi-faceted partnerships through the Network itself and by strengthening key land actors and networks.

The partnerships established and maintained through the Network are at the center of the success of GLTN and its delivery and remains the most central principle. The value of GLTN partnerships lies in the ability to bring different stakeholders; from land professional bodies, civil society organizations, multilateral organizations, research and capacity development institutions and bilateral bodies, towards the achievement of the GLTN Agenda.

Currently, GLTN comprises of 65 partners and more than 2,000 individual members. These partners are driving the paradigm shift moving from the conventional land system to a continuum of land rights approach and innovative technical solutions. The partners include leading organizations from civil society, research and capacity development institutions, land professional bodies, multilateral and bilateral organizations.

As the Network is growing, the demand on maintaining and servicing the Network itself is becoming stronger. In order to continue to capitalize on the collective knowledge and initiatives of all partners of the Network, to improve the implementation of its communications and partnership strategy and to continue to developing partnership approaches that support the progress towards achieving results, the Secretariat will engage a consultant: Partnership and Networking Officer.

RESPONSIBILITIES

Under the overall supervision of the Unit Leader of the Land and GLTN Unit, the incumbent will lead the coordination and implementation of the GLTN Partnership and Communication Strategy, also at country level, as well as the coordination of GLTN as a platform for partners to ensure continued and enhanced relevance within the land and development sector. The incumbent will perform the following tasks:

1. **Coordination of the network** – Ensure the overall coordination of network activities and partners' engagement, with a focus on strengthening knowledge management and partners' engagement in the shared GLTN agenda, including the following tasks:
 - Ensure implementation, monitoring and regular updating of the GLTN Partnership and Communication Strategy, including preparation of annual work plans
 - Serve as the primary contact person for GLTN's 65 partners and serves as the GLTN Secretariat's focal point for inter-cluster collaboration and facilitate the functioning of the governance structure of the network
 - Serve as focal person for inter-cluster collaboration and partner relations
 - Ensure that activities are undertaken in line with the Partnership and Communication Strategy

- Facilitate learning and knowledge management on partnering approaches and strategies across clusters and partners, in line with the GLTN Capacity Development Strategy
 - Liaise with partners on progress and inputs to the partnership and communication strategy
2. **Coordination of the governance structure** – Responsible for the overall coordination and documentation processes related to the governance structure of the Network, including:
- Coordinate regular meetings of the GLTN International Advisory Board (IAB)
 - Liaise with the IAB Chair and members
 - Coordinate regular meetings of the GLTN Steering Committee
 - Liaise with Committee Chair and members
 - Act on requests and requirements of the IAB and Steering Committee Chairs and members
 - Coordinate the bi-annual GLTN partners' meetings
 - Engage in and respond to requests from UN-Habitat's Committee of Permanent Representatives as required
3. **Platform Management** - Responsible for coordinating and managing the Network as a platform to ensure that GLTN remains relevant for partners as well as for institutions, structures and platforms which the network engages with, including:
- Develop rules/events/communication for partners' engagement on emerging priorities related to GLTN's mandate
 - Develop and implement strategies and/or activities to ensure that GLTN as a platform continues to add value to partners
 - Work with and across clusters to clarify positions, agenda and priorities
 - Oversee and manage multi-sided platforms for partners engagement, including the GLTN website, overall communication and partners' events
 - Support and foster relationships at national, regional and global platforms
 - Support to country-level partnership development through the identification of partners and national platforms, based on global and regional partnerships
 - Ensure and support partners' engagement in Habitat III, post MDG and other platforms
 - Provide strategic support to and coordination for UN inter-agency collaboration
 - Broker relationships between partners and other relevant actors and institutions
 - Support the Unit with strategic and analytical inputs to enhance donor relations and key strategic partners
 - Provide support with regard to political liaison at the country and regional level
4. **Communications** – The Network Coordinator oversees the overall communication activities of the GLTN Secretariat, to ensure it responds to the priorities and needs of the partners in light of long term and emerging priorities:
- Supervise the Team in charge of information, communications and knowledge management
 - Support brand management and its related tasks and activities
 - Oversee inter-partner communications
 - Coordinate partner's inputs and contributions to strategic events
 - Lead on strategic events including GLTN's inputs to the Annual World Bank meeting, the bi-annual World Urban Forum, UN-Habitat Governing Council and Habitat III meetings
5. **Other tasks**
- Support tool development and implementation for selected priority areas
 - Support country level engagement as it relates to building national partnerships and enhancing communications
 - Explore fund raising opportunities with special emphasis on the cross-cutting portfolios

Any other tasks as requested by the supervisor to support the overall advancement of the Unit's work and delivery of agreed outcomes.

COMPETENCIES

Professionalism: Knowledge of concepts and approaches relevant to networking, partnership building, communications and programme management and ability to conduct independent analysis, identifying issues, formulating options and making conclusions and recommendations.

Communication: Excellent oral/communication skills and ability to articulate ideas in a clear and accurate manner including the ability to prepare and edit a variety of written documents, reports and briefs.

Planning and organising: Ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgement in the context of competing deadlines.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

EDUCATION

Master's Degree or equivalent in communications, networking/partnership, political science, development studies, land management, programme management, or a multi-disciplinary area relevant to the terms of reference.

WORK EXPERIENCE

At least 7 years' experience in international development, communications, partnership building/networking and/or programme management at international level; Broad work experience on large scale and complex projects in the area of international development involving multiple partners and actors; Experience on land-related programmes and projects in developing countries is preferable; Demonstrated ability to draft concise, analytical and high-quality project proposals, concept papers, reports, minutes and presentations in English; Work experience in UN, international agencies/institutions and/or donor agencies is desirable.

LANGUAGE SKILLS

English and French are the working languages of the United Nations. For the post advertised, excellent proficiency in spoken and written English is required. Working knowledge of French language is an advantage.

OTHER SKILLS

- Strong co-ordination, communication and facilitation skills
- Results-oriented, flexible and problem-solving attitude
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Fully competent in Microsoft Office Programs such as Word, Excel, PowerPoint

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) 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. Linda Kegedi

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: Linda.Kegedi@unhabitat.org

Deadline for applications: 15 September 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