

VACANCY ANNOUNCEMENT

Issued on: 17th September, 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant – (External Relations Specialist)
DURATION:	12 months
CLOSING DATE:	25 September 2014

Background

The United Nations Human Settlements Programme, UN-Habitat, 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 main documents outlining the mandate of the organization are the Vancouver Declaration on Human Settlements, the Habitat Agenda, the Istanbul Declaration on Human Settlements, the Declaration on Cities and Other Human Settlements in the New Millennium, and UN General Assembly Resolution A/56/206.

The External Relations Division coordinates both the Partnerships and Inter-Agency Branch; and, the Advocacy and Communications Branch. In providing tools for transformative change and the implementation of effective joint projects, the Partnership Unit works to build stronger relationships between UN-Habitat and Civil Society, Local Government and the Private Sector, while the Inter-Agency Unit focuses on the relationships between UN-Habitat and other UN agencies around the issue of urbanization. The Advocacy and Communication Branch coordinates all UN-Habitat communication, is the secretariat for the main UN-Habitat events, such as the World Urban Forum and is a crucial link between UN-Habitat and our main donors.

Sustainable Development Goals (SDGs) and the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) in 2016. These political processes avail local governments an opportunity to strengthen their voices on the global stage and better situate themselves to tackle the pressing global issues that are threatening their constituents.

Responsibilities

The specific tasks of the study are to

The prospective Consultant will spend 50 % of his/her time supporting SUD-Net initiatives, especially the Global Programme for Public Space activities; 30% of his/her time to support the External Relations Division – Front Office activities, especially in regard to PrepCom 2 and 3 and the Governing Council and develop relevant documentation as requested; 20% of his / her time to support UN-Habitat Somalia Programme in defining and implementing a resource mobilization strategy. In general the prospective Consultant will play an active role in the following major processes:

1. Support to UN-Habitat Somalia Programme fundraising and project design activities;
2. Contribute in expanding UN-Habitat Global Programme for Public Space (under SUD-Net);
3. Support to the Office of External Relations – Front Office;
4. Outreach- regional meetings and contribution to major international events, including the Governing Council and PrepCom 2 and 3;

Finally, the prospective Consultant will carry out any other duties, either in addition to, or instead of those outlined above, which are considered to be within the individual's level of competence.

Duration of assignment:

This assignment will be for twelve months starting 21 October 2014 and end 20 October 2015.

Qualifications and experience

- The incumbent is required to have a Master degree fulfilled when applying for the position. The academic background should be in any of the following fields: Political Science or Communication combined with a specialist field within external relations management.
- A minimum of 3 years working experience is required, preferably stationed in Eastern Africa.
- Good computer skills and excellent analytical and communication skills.
- The ability to draft a wide selection of written communication (including high quality reports, project proposals, concept notes and legal documents) and to articulate ideas in a clear and concise manner.
- Experience in fundraising, external relations management with good knowledge of bilateral and multilateral donors (USAID, DFID, World Bank, Sida, AFD...) is an asset, especially in the context of Somalia.
- Good interpersonal skills, previous exposure to cross cultural environments is advantageous.
- Ability to work well in a team whilst also having the capacity and initiative to work independently is required.
- Knowledge of the UN, including working experience in a developing country and working experience with the UN (work within the UN, or working with UN agencies and programmes) are assets.
- Fluency in English, written and verbal, is required. Working knowledge of French is an asset.

Competencies

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The principle competencies required to carry out the duties of the job are:

- **Professionalism:** Shows pride in work and in achievements; demonstrated ability to think strategically, to analyze complex information and offer creative, practical solutions, is conscientious and efficient in meeting commitments, observing deadlines and

- achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.
- **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; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.
 - **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; 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.
 - **Planning and organizing:** Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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)

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

Please 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>

Deadline for applications: 25 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