

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 03/09/2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Madrid
FUNCTIONAL TITLE:	Technical support to the activities related to project "UN-Habitat Office in Spain Towards a New Urban Agenda"
DURATION:	16 th October 2014 – 16 th March 2015 (5 months)
CLOSING DATE:	12 September 2014

BACKGROUND

The incumbent work will focus in providing technical support to the activities of the above-mentioned project, funded by the Barcelona City Council. The project is lead by the Urban Planning and Design Branch and it is jointly implemented with the UN-Habitat Office in Spain.

Enhanced work on urban planning is strategic to reinforce the convening capacity of the agency at local and national level, and within the UN community, both in developing and in developed countries. Strengthening UN-HABITAT's presence in Spain and its capacity to deliver in key components of its agenda will enable the Agency to support more effectively the national and local authorities in achieving sustainable urban development. The coordinated work of UN-Habitat in Spain with local partners but also with Branches, Units, Regional and Country Offices within UN-Habitat will contribute to the agency to become a more effective platform in raising profile of urbanization challenges to a broader audience that could be transformed in increasing contributions and strategic partnerships.

In this way, the purpose of this project is to strengthen this framework of collaboration while empowering partners to exchange experiences and best practices in urban planning and other sustainable urban development issues. The project aims to support the implementation of UN-Habitat's mandate and to provide an added value to the overall work of UN-Habitat in its relations with Spanish Habitat Agenda partners by means of development of operational projects, effective advocacy, fostering partnerships and institutional representation to mainstream urban sustainable development within Spanish partners while fostering the HABITAT III process in Spain.

In order to facilitate this exchange UN-Habitat is proposing a series of activities for 2014-2015 that relate to:

- (i) promoting UN-Habitat knowledge management and sharing information initiatives, such as experts groups meetings, training, innovation support and solutions facilitation, on issues related to urban planning and sustainable urban development,
- (ii) providing technical assistance in response to requests from cities and countries to UN-Habitat regarding urban planning and sustainable urban development.
- (iii) raising awareness in regard to strategies towards effective urban planning and sustainable urban development among governments, local authorities, and other Habitat Agenda Partners by promoting the celebration of institutional events and the dissemination of the UN-Habitat areas of work with the objective of reflecting sustainable urban development approach in national and local debates and strategies influencing resource allocation at all levels.

RESPONSIBILITIES

The consultant will provide technical support to the activities developed within the framework of the project. Specifically, the consultant will provide support to the development and implementation of the programming or operational activities, also developing management functions in accordance with the UN and UN-Habitat rules and regulations.

For the terms of this specific project, the incumbent will be under the direct supervision of the UN-Habitat Office in Spain in close collaboration with the Urban Planning and Design Branch. The Ministry of Public Work in Spain that host the UN-Habitat Office in Spain will provide office space in Madrid.

Under the general supervision of the Project Coordinator, the incumbent will undertake the following tasks:

- Support to the assessment, development and implementation of the Programming of Operational Activities and follow up of it progress.
- Preparation of inputs for the development of tools, products and activities.
- Preparation of reports and technical documents required providing quality and accurate information.
- Documentation, compilation and analysis of all the information and tools, methodologies, activity reports, participating databases, among others and presentation of basic information/data on the project activities.
- Support to partners and counterparts to ensure the implementation of the activities and results.
- Analysis, advice and/or implementation assistance on public awareness activities, public relations, information dissemination, graphic design, advocacy activities, and media outreach included in the communication strategy developed by the UN-Habitat Office in Spain.
- Organization of workshops, trainings and other events in accordance with the guidelines provided and support logistical arrangements for all meetings and workshops in the framework of the project.
- Serve as a focal point for the Office of Spain regarding management issues with UN- Habitat headquarters in Nairobi and the administrative support teams established by the different Branches involved in the project.
- Support to the administrative and financial implications of the project activities.
- Design and development of periodic and ad hoc substantive reports, statistical tables, and other materials when necessary.
- Presentation of project reports/proposals when necessary. Ensure that requisite information is included and justified in terms of proposed activities.
- Ongoing collaboration with the Project Coordinator, according to their specific requirements.
- To undertake other duties as assigned.

COMPETENCIES (maximum of five)

- Ability to cope with short deadlines.

- Organisation skills and attitude to work with different cultural contexts.
- High written and oral communication skills
- Professional user level of the Windows Office environment

EDUCATION

- Master's degree in social sciences, politics, economics, public administration or law.

WORK EXPERIENCE

- At least 5 years of work experience in programme/project formulation and management and policy advice in the areas of governance and decentralization required.
- Experience working in an international environment, previous experience working with the United Nations System is an asset.

LANGUAGE SKILLS

- High level of Spanish and English.
- Knowledge in other UN languages will be considered as an asset.

OTHER SKILLS

- Knowledge of IT tools for emailings and reports design

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:

Mr./ Ms. Anaïs Malbrand

UN-HABITAT Office in Spain

Email: malbrand@onuhabitat.org

Deadline for applications: **12 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