

## CONSULTANT VACANCY ANNOUNCEMENT

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

<b>VACANCY NOTICE NO.:</b>	<b>JD/ROAP/BKK/14-02</b>
<b>ORGANIZATIONAL LOCATION:</b>	UN-Habitat
<b>DUTY STATION:</b>	Bangkok, Thailand
<b>FUNCTIONAL TITLE:</b>	<b>Habitat Agenda Partners Coordinator</b>
<b>TYPE OF CONTRACT:</b>	Consultant (ICA)
<b>DURATION:</b>	12 months over 14 months
<b>CLOSING DATE:</b>	<b>7 December 2014</b>

**Background:** The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially just and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat Bangkok Office (HBO) was established as a branch office to the Regional Office for Asia and the Pacific based in Fukuoka (ROAP-Fukuoka), Japan, with a view to strengthen coordination functions with its regional partners and its advocacy function at regional level.

The official websites of ROAP Fukuoka and the global UN-Habitat are: [http://www.fukuoka.unhabitat.org/index\\_en.html](http://www.fukuoka.unhabitat.org/index_en.html) and <http://www.unhabitat.org/> respectively.

Urbanisation is a accelerating process that influences all UN Member States and Habitat Agenda Partners (HAPs), including parliamentarians, civil society organizations, regional and local governments, professionals and researchers, academia, foundations, women and youth groups, the private sector, pro poor organizations, as well as organizations of the United Nations system and intergovernmental organizations.

As local and national governments prepare for the Post 2015 Development Agenda and other global and local processes, it is critical to involve and engage with multi-stakeholders at all planning and implementation levels. An inclusive and strategic process which brings the voices of all stakeholders is imperative by strengthening their engagement in; renewing political commitments for sustainable urban development; addressing poverty and inequality; and identifying and addressing new and emerging challenges of designing sustainable human settlements and urban development.

In this context, UN-Habitat seeks to support ongoing national and regional initiatives and Habitat Agenda Partners by facilitating their preparation and inputs to various platforms including Asia Pacific Urban Forum (APUF) and other global milestones including the Post 2015 Development Agenda in advancing a new urban agenda.

The Bangkok Office on behalf of Regional Office for Asia and the Pacific will, in this consultancy, work in collaboration with the External Relations Division which coordinates both PIACB and the Advocacy Outreach and Communications Branch (AOC). PIACB works to establish and strengthen partnerships with HAPs including pro-poor

organizations, academic institutions, Civil Society, Local Governments, the Private Sector and other UN agencies around the issue of inclusive and sustainable urbanization.

UN-Habitat intends to organise a Partner's Forum in the region to strengthen partners' engagement and receive feedbacks on their views on a new urban agenda working closely with APUF. In preparation, identification of HAPs, a road map for the regional preparation towards global milestones including localizing the SDGs

**Organizational Setting and Reporting Relationships:**

The Habitat Agenda Partners Coordinator will be based at HBO located in the UN Building in Bangkok. Under the guidance and direct supervision of the Chief of the Bangkok Office, with overall reporting to PIACB at HQ, and in close coordination with ROAP, the incumbent will coordinate the process of strengthening partnerships between state and non-state actors (HAPs) in the Asia Pacific. The Contract will be for 12 months over 14 months.

**Responsibilities: Habitat Agenda Partners Coordinator** will provide HBO with the necessary support for identification of Habitat Agenda Partners and provide necessary support for their engagements through coordination, networking, advocacy, inter-agency coordination, representation, coordination with governments, public relations and research and information management by strengthening of partnerships and networks in the region by performing the following:

1. Develop and manage a comprehensive data base of Habitat Agenda Partners (HAPs) and pro-poor organizations in the region.
2. Establish a system for communication flow with these HAPs
3. Develop a regional road map for 2015–2019
4. Coordinate and organize activities for Partners Forum in Asia Pacific region. Assist in the preparation of progress reports, background documents on human settlements development issues, related documentation as well as presentations and advocacy materials using appropriate IT software and programmes;
5. Support the organization of workshops, meetings and other branch events within this project;
6. Develop effective communication methods including social media
7. Strengthen the engagement of pro-poor organizations within selected urban processes
8. Coordinate for RCM/UNDG A-P Thematic Working Group on Youth;
9. Assist UNACLA Secretariat in networking in the region including organization of workshops, meetings and seminars.
10. Perform any other duties as required.

**Work implies frequent interaction with the following:**

- Within UN-Habitat: Staff in HBO, PIACB, ROAP-Fukuoka; UN-Habitat field offices in the region and liaison offices,
- Outside UN-Habitat: Member states; other national and international organisations; ESCAP, other UN agencies, Habitat Agenda partners in the region, including pro

poor organizations, local governments and their associations, academic and training institutes, private sectors and civil society organisations.

**Results to be achieved:**

- (i) Minimum 100 partners from the Asia Pacific region to actively contribute to and participate in national and regional urban development processes;
- (ii) Reports on the engagement of all Habitat Agenda Partners from the Asia Pacific region and the UN System in sustainable urban development;
- (iii) Active engagement and dialogue by non-state actors' in the New Urban Agenda through partnerships with national governments in identifying urban development priorities strengthened ( In at least 5 Countries);
- (iv) Strengthened engagement and activities carried out by Habitat Universities in the Asia Pacific region supported. (Working closely with the Capacity Development unit)
- (v) Inputs to the AP State of the Youth facilitated (working closely with the Urban Youth Unit)
- (vi) Inputs to UNACLA annual work plan and report facilitated
- (vii) Quality of National Reports monitored and enhanced.
- (viii) National committees established monitored.

**Competencies:**

- **Professionalism:** Ability to understand complex issues, analyse them and develop solutions; ability to work under pressure and to use limited time and resources effectively; flexibility to adapt rapidly to changing situations; ability to ensure that the highest possible quality outputs are produced.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; 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& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

## **Qualifications:**

**Education:** A bachelor's degree in communications, project management, international relations, development or journalism, development economy or social science, sustainable development or human settlements related discipline including architects, urban\regional\planning and management is required.

**Experience:** A minimum of 3 years' progressive work experience in networking and coordination amongst multi-stakeholders, project management, advocacy through social media, preferably in the field of human settlements in the region. Work experiences with the UN, and general knowledge of UN rules and regulations in the areas of travel, finance, conference organizations are desirable.

**Language:** For this position, fluency in oral and written English is required. Fluency in Thai and / or other languages in the region will be an asset. Knowledge of another official United Nations language will be an advantage.

**Other:** Experiences in substantive human settlements development issues will be added advantage. Excellent computer skills in Microsoft Office, spreadsheets and internet applications are required.

## **Submission of Applications**

**Preference will be given to equally qualified women candidates.**

All applications to be sent to the following address on or before the deadline of 7 December **2014**

Applicants should send a completed United Nations Personal History Profile (available at <http://www.unon.org/docs/PI1.doc> or [http://www.fukuoka.unhabitat.org/vacancy/index\\_en.htm](http://www.fukuoka.unhabitat.org/vacancy/index_en.htm) together with:

1. a cover letter of one to two pages summarizing how they meet the requirements of the job.
2. expectations regarding remunerations
3. letter of attestation from previous employer or copy of last contract

All applications should be submitted to:

Chief, UN-Habitat Bangkok  
[Habitatbkk@un.org](mailto:Habitatbkk@un.org)

Applications should be sent with subject heading “**Application JD/ROAP/BKK/14-02 Habitat Agenda Partners Coordinator** ”

- 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>
- Please note that applications received after the closing date stated above shall not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract shall be communicated at the interview.

*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)*

**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.**