

TEMPORARY JOB OPENING

Issued on:

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| ORGANIZATIONAL LOCATION: | UN-Habitat |
| DUTY STATION: | Nairobi with frequent travel to Somalia |
| FUNCTIONAL TITLE: | Human Settlements Officer |
| GRADE: | P-3 |
| POST DURATION | 6 months with possible extension (depending on availability of funds) |
| CLOSING DATE: | 10 January 2015 |

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It 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 helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development. The post is located in the Somalia Programme, Regional Office for Africa (ROAF), within the Joint Programme on Local Governance and Decentralized Service Delivery (JPLG) for Somalia, which is a joint UN programme comprising of ILO, UNCDF, UNDP, UN-Habitat and UNICEF. The first phase of JPLG commenced in April 2008 and ended in December 2012, and the second phase (JPLG II: 2013-2017) is now being implemented across Somalia.

The UN JPLG is implemented in partnership with the Federal Government of Somalia, the Government of Puntland State of Somalia and the Government of Somaliland with an average annual budget of USD 25-35M. The JPLG II specific objectives are:

- Communities have equitable access to basic services through local government
- Local governments are accountable and transparent.

UN JPLG works to ensure transparent, accountable and efficient local service delivery by working at the following different enabling levels:

- Improving the legislative and regulatory framework for decentralized service delivery in all three zones of Somalia;
- Improving the capacity of existing and upcoming district councils;
- Providing funding for service delivery through districts councils; and
- Developing the capacity of communities to generate the demand side governance at the local level.

The Human Settlements Officer (HSO) will be working closely with JPLG Programme Manager and be responsible to manage and coordinate UN-Habitat's portfolio of Participatory Urban Planning and Management, and related activities within framework of JPLG. HSO will report to JPLG Programme Manager and the Chief Technical Advisor of UN-Habitat Somalia Programme.

RESPONSIBILITIES

The UN-HABITAT Somalia Programme is implementing projects in all three parts of Somalia for more than 25 years and is active in the areas of Local Governance, Land Management, Security of Tenure and GIS, Participatory Urban Planning and Management, Environmentally Sound Urban Infrastructure and Basic Service Delivery, Local Government Finance, Shelter Construction, Rehabilitation and Reconstruction.

In the area of Participatory Urban Planning and Management, this position is responsible for the development and implementation of systems and procedures suitable for post-conflict environment, tools and regulatory framework development, as well as capacity building for national and local institutions and UN-Habitat staff, in close collaboration with the technical and institutional capacity building work in the field of Land Management. The specific tasks include, but are not limited to, support to local authorities in the implementation and further development of district level participatory planning procedures and structures including development of urban master plans and districts spatial strategic plan, implementation of the Urban Regulatory Framework in Somaliland and Puntland, development of the organisational and functional support plan for the Land and Urban Management Institute of Somaliland and assist in the development of GIS-based systems in all regions of Somalia.

Within delegated authority, the HSO will be responsible for the following general duties related to the above listed fields:

- Works with key clients to facilitate and guide on the development, implementation and evaluation of assigned programmes/ projects, monitors and analyzes specific aspects of programme/project development and implementation, reviews relevant documents and reports, identifies problems and issues to be addressed and recommends corrective actions, liaises with relevant parties, identifies and tracks follow-up actions;
- Provides technical and management support in human settlements analysis needs assessments and other activities, participating in advisory missions to carry out high level consultations and other activities aimed at development of human settlements policies, strategies and programmes;
- Assists in ensuring an effective and efficient execution of UN-Habitat projects and programmes related to urban planning, within the limit of the allocated resources, by providing appropriate technical support to projects through project design, field visits, training and evaluation, coordination and monitoring activities related to participatory urban planning, management and governance;
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;
- Contributes to the preparation of various written outputs of the Somalia Programme, such as draft background papers, analytical notes, sections of reports and studies and inputs to publications;
- Provides administrative and substantive support to consultative and other meetings and training workshops, conferences etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations and handling logistics;
- Participates in field missions, including provision of substantive and administrative support and data collection;

- Support activities related to budgeting (programme/ project preparation and submissions, progress reports and financial statements) and preparation of related documents/reports (pledging, work programme and programme budget);
- Assists in the strengthening of inter-divisional collaboration to achieve better linkages between normative and operational support to better coordinate and support the implementation of the organization's work programme;
- Supports communication and liaison with international partners and donor organizations, as well as implementing partners on international, national and local level;
- Performs other duties as required by the Senior Management Team.

COMPETENCIES

- 1 **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- 2 **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 audience; demonstrates openness in sharing information and keeping people informed.
- 3 **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.
- 4 **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.

QUALIFICATIONS

Education

A first-level university degree in architecture, civil engineering, urban and regional planning, sociology, economics or physical sciences relevant to urban planning and management. Advanced university degree (Master's degree or equivalent) is an advantage.

Work Experience

A minimum of five years of progressive experience in urban planning and management of projects and programmes at the international level, strong knowledge and proven experience in physical planning (urban master planning) and spatial strategic planning, urban regulatory frameworks is required. Post-conflict experience is preferred.

Language

Fluency in English (both oral and written) is required; knowledge of another UN official language and/or Somali is an advantage. Knowledge of another UN official language is an advantage.

Other skills

Knowledge of basic computer programmes such as Word, Spreadsheet, email and internet search functions.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

See UN website http://www.un.org/Depts/OHRM/salaries_allowances/index.html

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.

All applications should be submitted to:

UN-HABITAT Somalia Office
P.O. Box 30030, 00100 Nairobi, Kenya
Email: un-habitat.som@unhabitat.org

Deadline for applications: 10 January 2015

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