

Consultant Vacancy Announcement

Issued on: 04 March 2015

ORGANIZATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant: Human Settlement Officer
SUPERVISOR	Unit Leader, Land and GLTN Unit , ULLG Branch
CONTRACT TYPE & DURATION	International – Specialist ICA Level 3 – 12 months
VACANCY CLOSING DATE	18 March 2015

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 and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The Land and GLTN Unit, located within the Urban Legislation, Land and Governance Branch of UN-Habitat has the mandate to develop, test and disseminate pro-poor and gender responsive approaches in regard to urban land, innovative residential tenures, affordable land management/administration systems, and land related regulatory/legal frameworks and tools. The Unit hence focuses on research and tool development also to supply technical advice to Member States and backstop the Regional offices and other sections of UN-Habitat. Land tools provide a resource for enabling action. While there has been extensive global discussion around land policies that work for the poor, there has been insufficient attention paid to the development of methods for developing and implementing these pro-poor land policies. Consequently what are required are land tools that are affordable and accessible for all sections of the population in countries around the world. This is essential for creating societies with sustainable, equal access and use of land. Work has already started on these approaches, both for developing and post-conflict societies. Incremental expansion of this work over time, as capacity is developed, will take place through the Global Land Tool Network (GLTN, the Network), the Secretariat of which is located at UN-Habitat.

The Human Settlements Officer (HSO) reports to the Unit Leader, Land and GLTN on day to day operations and works closely with GLTN Secretariat in the implementation of GLTN Phase II Programme. The focus of this position is planning, development, management, promotion and coordination of normative and operational activities related to human settlements programmes. The incumbent is expected to work on the design, advice and implementation of relevant strategies and programmes in collaboration with other units, aligned with UN-Habitat's mandate, objectives, focus areas and expected results. The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures on the UN Security Management Systems and that of UNOPS. UNOPS is committed to achieving a truly diverse workforce.

RESPONSIBILITIES

Under the overall supervision of the Unit Leader of Land and GLTN Unit under the Urban Legislation, Land and Governance Branch of UN-Habitat or authorised staff, the consultant will perform the following tasks and responsibilities:

- Providing leadership, on behalf of GLTN Secretariat, in the development, testing and refinements of the following land tools:
 1. Further development of Social Tenure Domain Model (STDM) aiming for 1.1 and 1.2 version releases in June and December 2015
 2. Development of tools and materials for enhancement of capacity in STDM implementation.
 3. Valuation of unregistered properties and lands
 4. Capacity assessment for land reform implementation and testing within GLTN country implementation
 5. Organize STDM Advisory Committee meeting to facilitate guidance of STDM development and implementation.
- Provide support in the development, refinement and piloting of tools including reviewing of documents, participating and contributing in learning events
 1. Support development of Land Use Planning tool through GSA with FIG
 2. Support Development of Customary Land Tenure Tools

- Lead STDM piloting or country implementation in the following countries:
 1. St Lucia and St Vincent documentation of experiences and seeking possible entry points for STDM implementation in OECS.
 2. Expand STDM implementation in Kenya including in rural areas in collaboration with relevant partners.
 3. Continue support for STDM implementation in Zambia including involvement of additional partners.
 4. In Haiti continue initiatives of sensitization on STDM usage.
 5. Colombia STDM implementation and building of local support capacity
 6. DRC under the country implementation to support land mediation processes using STDM.
 7. STDM implementation in the Philippines in partnership with local NGOs
 8. STDM implementation in Namibia to inform possible use for Flexible Land Tenure Act implementation
 9. STDM implementation in Uganda including options for supporting CCOs
 10. Other countries and or municipalities that will show interest and commitment on using STDM such as Angola, Egypt, Nigeria etc.
- Lead in the research and publication on STDM implementation, institutional and governance issues in relation of STDM as a tool and its application.
- Strengthen partnerships and communication around the use and application of GLTN tools, frameworks and approaches with special focus on STDM, Gender, participatory enumeration and continuum of land rights.
- Contribute and provide technical support in the design and implementation of GLTN related tools and initiatives at regional and country levels.
- Contribute towards the supervision of contracted consultants, including evaluating, documenting and developing large scale land tools, and the development of new methodologies, to deliver on the priorities identified through country priorities.
- Contribute towards research, evaluation and documentation in the development of improved implementation methodologies for large scale land tools in regard to grassroots and gender, and institutional issues identified by partners (e.g. development of benchmarks/indicators).
- Contribute in the development and implementation of other pro-poor and gender sensitive land tools and approaches.
- Support GLTN Secretariat in other core activities including Capacity Development, Knowledge Management and Awareness Building.
- Leading and/or participating in missions, including provision of mission synthesis to stakeholders for record and follow-up where necessary.
- Performing other duties as required.

1. Monitoring and Progress Controls

Counterparts, officers and technical staff in the relevant Secretariat Units and UN funds, programmes and other UN specialized agencies, representatives and officials in national and local governments, non-governmental organizations.

2. Final Product

- Relevant land tools developed, tested and ready for implementation at country level
- Programmes/ projects developed, managed, monitored and evaluated.
- Well-reasoned written contributions and innovated approaches for dealing with issues.

Effective working relationships through internal and external communications, and strengthened Partnerships with relevant parties

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to conduct data collection using various data collection 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 equal participation of women and men in all areas of the work.

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.

Planning and 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.

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.

Other desired skills

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Judgement/ Decision Making: Identifies the key Issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

EDUCATION

Advanced university degree (Master's degree or equivalent) in engineering, land management, urban and regional planning, sociology, economics or physical sciences relevant to development and management of land and human settlements. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of seven years of progressive experience in human settlements projects and programmes at national level and at least five years of similar experience at the international level.
- Proven experience in land management and administration, projects/programme design and implementation with the UN or other international agencies.
- Experience in working with land departments in governments particularly on land reforms initiatives.
- Proven experience in working with programme management and implementing LIS/GIS projects
- Knowledge of the land sector in regard to both urban and rural contexts and also land sector issues at global and country level would be an advantage.
- Knowledge and comprehension of high level forums declarations on aid effectiveness and experience in multi-stakeholders coordination processes.

LANGUAGE SKILLS

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

REMUNERATION:

Remuneration shall be computed based on tasks assigned and results delivered.

Applications should include:

- Cover memo (maximum 1 page)
 1. Summary CV (please use the United Nations standard personal history form available upon request or via <http://www.unon.org/docs/P11.doc>).
 2. Educational Background (incl. dates)
 3. Professional Experience (assignments, tasks, achievements, duration by years / months)
 4. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 5. Expertise and preferences regarding location of potential assignments
 6. Expectations regarding remuneration (daily)
 7. List of referees
- Optional: A document developed by the applicant that is able to depict his / her ability to perform the tasks described in these Terms of Reference.

All applications should be submitted to:

Global Land Tools Network Secretariat, UN-Habitat

P.O. Box 30030, 00100 Nairobi, Kenya

Email: info.ullg@unhabitat.org cc: Josephine.Ruria@unhabitat.org

Subject of the email: Application - Human Settlement Officer

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: 18 March 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