

## TEMPORARY VACANCY ANNOUNCEMENT

*Issued on: 25 March 2015*

ORGANIZATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Fukuoka – Japan
FUNCTIONAL TITLE:	Human Settlements Officer
GRADE:	P3
POST DURATION:	364
CLOSING DATE:	10 April 2015

### **Organizational Setting and Reporting**

UN-HABITAT, the United Nations agency for human settlements, 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.

This Post is located in the Regional Office for Asia and the Pacific ROAP of UN-Habitat, under the direct supervision of Director Regional Office for Asia and the Pacific.

### **RESPONSIBILITIES:**

The HSO (P-3) will work under the supervision of the Director of the Regional Office for Asia-Pacific, with the Senior HSOs and Programme Management Officer. He/She will also work in close collaboration with substantive officers and Programme Coordinators of UN-Habitat's Global and Inter-regional Programmes, and with colleagues in the other substantive and administrative divisions of UN-Habitat and with staff of the United Nations Office in Nairobi (UNON).

**In specific:** the HSO will perform the following tasks:

**Normative Function(20%):** Ensure the implementation of UN-Habitat's vision, work programme, operational and resource mobilization strategies in countries assigned him/her:

- Promote broad-based policy dialogue with national constituencies and development partners in respective countries.
- Provide direct inputs to human settlements analyses and needs assessments and other activities aimed at human settlements policy, strategy and programme development at the national level.
- Coordinate relevant activities within the work-programme through interaction within national level public institutions, local governments, NGO's, civic society and private sector as well as external support agencies.
- Facilitate dissemination of information on good practices and their adoption at the national and local levels.
- Manage outreach activities, design and conduct training workshops, seminars, etc; make presentations on assigned topics/activities.
- Serve as effective spokesperson and establish collaboration and partnerships with key officials at all levels inside and outside the organization.

**Project/Programme Development (20%):** In collaboration with SHSOs, develop programmes and projects of strategic importance in assigned countries, in partnership with

UNDP country offices and other UN agencies, bilateral/multilateral donors and national partners. Specifically, the HSO will:

- Identify priority interventions in human settlements sector within the framework of Habitat Agenda, Post 2015 Development Agenda, UN-Habitat Strategic Plan 2014-2019, national plans (UNDAF, One UN, HCPD) and sector reviews.
- Develop requisite project briefs and documents and forge consensus on suggested strategies and funding.
- Participate in the appraisal, revision and approval of project design(s) by all relevant parties in accordance with established guidelines.
- Negotiate with multi-lateral/bilateral donors for resource mobilization and promoting/coordinating joint activities of strategic importance, and secure approval by the appropriate authority.

**Project Management (20%):** In collaboration with SHSOs, ensure effective and efficient execution of projects/programmes by:

- Provide timely and appropriate technical and management advice to the projects or coordinate its provision by others from Headquarters through periodic field visits (missions), group meetings and training, and in-depth review and evaluation of work plan as well as technical working papers and reports originating from the project.
- In consultation with funding agencies, and related partners assist the project(s) in developing performance criteria for monitoring the implementation.
- Monitor project activities and progress on continuous basis by (a) ensuring periodic reporting from the field and providing critical assessment of the appropriateness and effectiveness of results achieved, (b) undertaking in-depth participatory internal review and evaluations, and (c) ensure gender sensitivity.
- In liaison with the Government, UNON and with support from the PMO, conduct the process of identification and selection of project managers, Chief Technical Advisors (CTAs) and consultants and make recommendations to the Director in this respect. Ensure that project managers and CTAs receive appropriate orientation.
- Prepare/review terms of reference(ToR) and/or job descriptions (JD) for project managers, CTAs and consultants; prepare written assessments of candidates to be submitted to project management for selection and governments clearance; review/clear ToR/JDs received from project management for national professional project staff and clear candidates.
- Provide substantive inputs to planning and implementation of long/short term fellowships. Study tours and in-country training.
- Supervise all project managers CTAs and international consultants within projects/programmes in countries and sub-region(s) assigned to the SHSO.
- Prepare/review draft ToR and proposed shortlist of firms for sub-contracts as well as specifications for goods and equipment to be procured, evaluate financial and technical proposals from bidders for sub-contracts and make recommendations for contract awarding, and I liaison with project management certify work done for payment.
- Supervise performance of the sub-contractors and service providers together with the Project/Programme Management and other concerned partners in the countries.
- Ensure timely preparation and submission of status reports as required by donors, other partners and the Management.

**Advisory Services(20%):** Providing high quality advisory service to national and local governments, in-country UNDP and other UN agencies, bilateral and multilateral donors on issues of priority concern to human settlements development by:

- Contribute to the overall policy and strategy development within UN-Habitat by bringing specific perspectives on priority issues and trends in countries and (sub) region(s).
- Ensure proper documentation of both positive and negative project/programme experiences and provide them as an input to policy dialogue.
- Undertake technical support and advisory missions to carry out high level; consultations and to develop policy initiatives on human settlements issues.
- Assist governments in organizing and convening meetings of policy makers and technical experts to formulate, review, adopt and implement their National Plan of Action and other issues related to Habitat Agenda and the Post 2015 Development Agenda.
- Providing capacity development support through documentation of knowledge management, tool development and facilitate networking with partners and programmes contributing to the enhancement of policy dialogues at UN-Habitat and globally.
- Advise on 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.
- Represent the Centre in major development programming exercises at the national level to place sectoral priorities within the overall development context.

**Office Duties(20%):** Supporting the efficient and effective functioning of the ROAP Office;

- Liaising with the Branches and other units in the Headquarters, PMO and UNON on ensuring cross-fertilization of normative and operations activities, monitoring financial and technical performance of the activities and projects, so as to ensure effective feedback of filed knowledge to the Headquarters and effective implementation of the programme/project.
- Organize and participate in Project Evaluation in accordance with established guidelines.
- Prepare inputs including policy recommendations to reporting on the Regional Office's activities as may be required within Habitat or by auditors and others for monitoring and information purposes.
- Supervise and monitor the performance of assigned professional and general service field staff working in projects/programmes in accordance with the Habitat Technical Cooperation Manual and agreement between the parties. In addition, the HSO will monitor the performance of the support staff assigned to him/her and Habitat Programme Managers in countries assigned to him/her. When required, serve as the Officer-in-Charge of the Regional Office in the Director's absence.
- Undertake other assignments within the incumbent's area of competence, as may be reasonable required.

## **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. 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 judgement in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify; exhibits interesting having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing other's 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 effectively.

**Client Orientation:** Considers all those to whom services are provided as "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors on-going developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products for services to client.

## **QUALIFICATIONS**

### **Education**

Advanced university degree (MSc degree and above) in social, economic or physical sciences relevant to development and management of Human Settlements, Urban and Regional Planning, Housing, Architecture or Social Sciences or a first university degree with relevant combination of academic and professional qualifications.

### **Work Experience**

At least five (5) years of relevant professional experience in multidisciplinary human settlements projects and programmes, of which, preferably, at least three years at the international level. Proven experience (through United Nations, International Agencies or Donors) in project/programme designs and their management is necessary

### **Language**

English and French are the working languages of the UN. Fluency in English both oral and written is required. Knowledge of another UN official language is an advantage.

### **Other skills**

Ability to conduct data collection using various methods. Proficient in Database Management, Word, Excel, Email, Internet and preferably programme management applications

### **Assessment Method**

Evaluation of qualified candidates for this position may include a substantive assessment which may be followed by a competency-based interview.

### **Submission of Applications**

UN-HABITAT offers internationally competitive salaries and benefits based on standard UN rates. Interested candidates should forward a copy of their CV in UN format (P11), statement of interest and list of current/previous supervisors before **10 April 2015** with subject heading **“Human Settlements Officer, ROAP (P3)”** to:

UN-HABITAT Regional Office for Asia and the Pacific (UN-HABITAT-ROAP)  
ACROS 8F 1-1-1 Tenjin, Chuo-ku  
Fukuoka810-0001, Japan  
Fax: (81-92) 724 7124  
E-mail: [habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org)

Please download the form (MS-Word) UN Personal History Form (P11) from Vacancy web site [www.unon.org/docs/P11.doc](http://www.unon.org/docs/P11.doc)

Please note that applications received after the closing date stated above, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for interview. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. **In line with UN-HABITAT policy on gender equity, applications from female candidates will be particularly welcome.**

**Deadline for Applications: 10 April 2015**