

## TEMPORARY VACANCY ANNOUNCEMENT

*Issued on: 25 March 2015*

ORGANIZATIONAL LOCATION:	United Nations Human Settlements Programme
DUTY STATION:	Fukuoka
FUNCTIONAL TITLE:	Human Settlements Officer
GRADE:	P-4
POST DURATION	One Year
CLOSING DATE:	10 April 2015

### **Organizational Setting and Reporting**

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. This post is located in the Regional Office for Asia and the Pacific of UN-Habitat.

### **RESPONSIBILITIES:**

Reporting to the Director of the Regional Office for Asia and the Pacific, the incumbent will perform the following functions:

#### **Project Implementation:**

- Effective and efficient execution of UN-Habitat projects, through technical guidance, quality, cost control and management support;
- Effective and efficient management of the project resources as per approved project document or substantive work plan. This activity includes coordinating overall work plans and budgets, preparing relevant documentation and reports, initiating procurement and recruitment of human resources, and liaising with implementing partners to ensure quality and timely delivery of UN-Habitat's projects and programmes.

#### **Technical Assistance, Advisory Services and Outreach:**

- Review and analyse issues and trends, preparation of evaluations or other research activities and studies;
- Conduct training workshops, seminars, etc.; make presentations on assigned topics/activities;
- Provide quality technical input into project activities as well as to national institutions in line with UN-Habitat Strategic Plan 2014 - 2019 and the relevant thematic area.

#### **Representation and Liaising with key stakeholders:**

- Represent UN-Habitat vis-a-vis project partners and local and national government as per work plan or project document;
- Manage, develop and maintain close working relationships with relevant national and international partners, stakeholders, and other UN Agencies in the Duty Station.

Perform other duties relevant to the position defined as per country/region project and approved work plan.

The incumbent will promote and coordinate active participation of Branches and other relevant offices and units in the headquarters in line with UN-Habitat Strategic Plan 2014 - 2019, as well as coordinate the implementation and monitoring of the Habitat Country Programme Documents and support/stimulate the inter-divisional cooperation at country level through the enhanced normative operational frameworks.

### **COMPETENCIES**

**Professionalism:** Strong conceptual skills required. Shows pride in work and in achievements; demonstrates professional competence and mastery in one or more of the seven UN Habitat focus areas

(Urban Land Legislation and Governance, Urban Planning and Design, Urban Economy, Urban Basic Services, Housing and Slum Upgrading, Risk Reduction and Rehabilitation, Research and Capacity Development); 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.

**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 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.

**Client Orientation:** Considers all those to whom services are provided to be "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 ongoing 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 or services to client.

## **QUALIFICATIONS**

### **Education**

Advanced university degree (Master's degree or equivalent) in urban planning, architecture, engineering or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of working experience in areas related to human settlements, project or programme management and/or development, including three at the international level. Experience in post conflict areas is an added advantage.

### **Language**

English and French are the official working languages of the United Nations Secretariat. Fluency in written and oral English is required. Knowledge of other UN official languages is an advantage.

### **Assessment Method**

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

All applications should be submitted with subject heading to:  
UN-Habitat Regional Office for Asia and the Pacific (UN-HABITAT-ROAP)  
ACROS 8F 1-1-1 Tenjin, Chuo-ku  
Fukuoka 810-0001  
Japan

Fax: (81-92) 724 7124  
E-mail: [habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org)

**Deadline for applications: 10 April 2015**