

## **INTERNAL VACANCY ANNOUNCEMENT FOR SPA PURPOSES**

*Issued on: 27 March 2015*

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-Habitat</b>
<b>DUTY STATION:</b>	<b>Nairobi, with frequent missions to Somalia</b>
<b>FUNCTIONAL TITLE:</b>	<b>Human Settlements Officer</b>
<b>GRADE:</b>	<b>P4</b>
<b>POST DURATION</b>	<b>6 months</b>
<b>CLOSING DATE:</b>	<b>04 April 2015</b>

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff is expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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### **United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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#### **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 responsible to manage and coordinate JPLG activities within UN-Habitat portfolio and reports to and works closely with the Chief Technical Advisor of UN-Habitat Somalia.

## **RESPONSIBILITIES**

This position covers the management and supervision of the project components under the second phase of the UN JPLG within the portfolio of UN-Habitat Somalia Programme including Local Governance and Policy, By-law, Legal Framework Development, Basic Service Delivery, Land Governance including Land Dispute Resolution, Municipal Finance, Participatory Urban Planning and Management, Capacity Development for Local Government and Infrastructure Development.

With delegated authority, the Human Settlements Officer will be responsible for the following duties:

### 1. Management of UN-Habitat's JPLG portfolio:

- Develops, implements, monitors, and evaluates the JPLG at the programme and project levels, including review of relevant documents and reports, identification of problems and issues to be addressed and taking corrective actions, liaison with relevant parties, and follow-up actions;
- Ensures the effective and efficient execution of JPLG projects and programmes, within the limit of the allocated resources, by providing appropriate technical support to projects through project design, field visits, training, coordination and monitoring activities;
- Initiates, coordinates and provides substantive backstopping to consultative and other meetings, training workshops, and conferences, to including proposal of agenda topics, identification of participants, and preparation of documents and presentations
- Leads or participates in field missions, including guidance to external consultants, government officials and other parties and drafting mission summaries
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.);
- Provides capacity development support through documentation of knowledge management, tool development and facilitating networking with partners and programmes contributing to the enhancement of the policy dialogues at UN-Habitat and globally
- Communicates and liaises with international partners and donor organizations, as well as implementing partners on international, national and local level
- Prepares the UN-Habitat's Annual Work Plan and Budget documents within JPLG in close collaboration with PMU and TWG;
- Carries out annual performance evaluation of JPLG staff; Initiates recruitment of staff and consultants for JPLG as necessary;
- Designs and applies relevant monitoring and supervision tools for JPLG, such as monthly team meetings, work plans and support missions.
- Performs other duties as required

### 2. Coordination of the UN-Habitat activities within JPLG:

- Collaborates with all UN JPLG partners (with Programme Management Unit - PMU - and the other UN agencies through the Technical Working Group -TWG), and with the UN Resident Coordinator's Office, UN Somali Assistance Strategy (UNSAS) outcome groups and other programme frameworks related to JPLG for increased synergies and continued strengthening of UN-Habitat's role within JPLG and UNSAS.
- Represents UN-Habitat at high level meeting with UN and any other development agencies, donor communicates, related to execution of JPLG activities,
- Collaborates with the Somali authorities at local and central level to create and maintain strong partnerships and relevance and to initiate collaboration in new areas within UN-Habitat mandate as relevant to Somalia

**Work implies frequent interaction with the following:** Counterparts, representatives and officials in national and local governments, officers and technical staff in the Somalia Programme, within UN-Habitat and other UN agencies, non governmental organizations and consultants.

## **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.

## **Managerial Competencies**

- 1 **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.

## **QUALIFICATIONS**

### **Education**

Advanced university degree (Master's degree or equivalent) in architecture, civil engineering, urban and regional planning, economics or physical sciences relevant to development and management of 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 two years of similar experience at the international level. Proven experience in human settlements development fields, projects/programme design and implementation with the UN or other international agencies is desirable. Experience in post-conflict environments required.

### **Language**

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

### **Other skills**

Knowledge of technical cooperation and development issues is an advantage. Fully proficient in Word, Excel, PowerPoint, Email (Lotus Notes) and internet.

### **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](http://www.un.org/Depts/OHRM/salaries_allowances/index.html)

**All applications including covering letter in electronic format should be submitted to:**

**Chief Technical Advisor**

**UN-Habitat Somalia Programme**

**Email: [un-habitat.som@unhabitat.org](mailto:un-habitat.som@unhabitat.org)**