**CONSULTANT VACANCY ANNOUNCEMENT**

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| ORGANIZATIONAL LOCATION: | Regional and Metropolitan Planning Unit, Urban Planning and Design Branch, UN-HABITAT |
| DUTY STATION: | NAIROBI |
| FUNCTIONAL TITLE: | **Urban Planning Specialist** |
| DURATION: | One Year |

**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 works in over 90 countries supporting people in cities and human settlements for a better urban future. The agency has been focusing on urban development for over 40 years. Within UN Habitat, the Urban Planning and Design Branch supports governments and local authorities with tested approaches, guidelines, and tools to plan the growth of cities in an inclusive, sustainable. The Branch has three Units which are closely related: (1) Regional and Metropolitan Planning, (2) City Planning, Extension and Design, and (3) Climate Change Planning.

**Responsibilities**

This position is in the Regional and Metropolitan Planning Unit (RMPU). The Urban Policy Specialist will report to the leader of the Regional and metropolitan Planning Unit.

Within delegated authority, the Human settlement officer will be responsible for the following duties:

* Substantive design, preparation, and administration of best practices interface In the Arabic countries and Haiti Implementation Platform, to enable direct engagement by Member States and Stakeholders on practices and policies for implementing the National Urban Planning.
* Analysis and selection of best practices/policies on urban development issues at the global, regional and national levels; undertakes empirical research and analysis of trends, developments, and related policy issues relevant to the unit /departmental mandate, including urbanization, urban economics, spatial development, local economic development and regional planning.
* Provides support to intergovernmental processes dealing with urban development issues by preparing best practice inputs for reports to intergovernmental bodies and processes.
* Researches, analyzes and presents best practices and policies on urban and human settlements information gathered from diverse sources for the NUP Implementation Platform.
* Contributes to the preparation of qualitative information on the implementation of the New Urban Agenda and other internationally agreed goals and targets relevant to sustainable urbanization and human settlements
* Contributes to the preparation and revision of the best-practice specific component of the guidelines for reporting on internationally agreed goals and targets relevant to sustainable urbanization.
* Reviews, revises, summarizes and edits best practices/policies for regional and country reports on internationally agreed goals and targets relevant to sustainable urbanization.
* Develops collaborative working relations on best practices and policies with UN-Habitat’s regional offices, other relevant branches and units within the organization and other UN agencies
* Assists in the planning, organizing and servicing of expert group and technical meetings, policy dialogues, development seminars.
* Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
* Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
* Participates in Urban Policy programme, by contributing to expanding the NUP knowledge and capacity development resources providing by the Unit, assisting in the development and implementation, monitoring and evaluation of NUP
* Coordinates the implementation of corridor development projects while mainstreaming the International Guidelines on Urban and Territorial Planning (IG-UTP) principles and Urban-Rural Linkages Guiding principles, Metropolitan Development (MetroHUB) Initiative and approach.
* Contributes to the preparation and revision of the best-practice specific component of the guidelines for reporting on internationally agreed goals and targets relevant to sustainable urbanization.
* Reviews, revises, summarizes and edits best practices/policies for regional and country reports on internationally agreed goals and targets relevant to sustainable urbanization.
* Develops collaborative working relations on best practices and policies with UN-Habitat’s regional offices, other relevant branches and units within the organization and other UN agencies
* Assists in the planning, organizing and servicing of expert group and technical meetings, policy dialogues, development seminars.
* Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
* Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc;
* Perform any other duties as requested by the supervisor for the support of the Unit work.

**Competencies:**

**.Professionalism:** Demonstrable understanding theories and concepts related to urbanization including social and economic development, urban economics, spatial development, local economic development and planning, urban, and regional and territorial planning. Strong research and writing skills. Ability to carry out research on the social, economic, political, spatial and planning dimensions of cities and human settlements at local, national and international levels. Ability to evaluate and integrate information from a variety of sources using standard methodologies and analytical techniques and draw conclusions and assess impacts at different levels. Experience in preparing large/flagship reports. Ability to review, edit and summarize the work of others. Strong analytical capacity and the ability to identify, analyze and articulate difficult issues/problems. 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.

**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.

**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.

**Education**

Advanced university degree (Master's degree or equivalent) in Urban Planning, Urban Development, Urban Geography, Economics, Social Sciences, Development Studies, Urban Governance, Regional Planning, Civil Engineering, Architecture, or any other related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree

**Working Experience**

At least five (5) years of professional experience in sustainable development, land use planning, regional and territorial planning, metropolitan planning or policy analysis and assessment. Proven and demonstrable experience in project management on urban policy, metropolitan planning issues preferably in Arabic/Spanish countries will be a requirement. Demonstrable knowledge of policy development. Experience with national or metropolitan government planning departments or projects is an added advantage. Demonstrable experience in project design, development and implementation in urban or regional metropolitan planning fields. Strong analytical and innovation skills with the ability to use various research software will considered as assets.

**Language**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in written and oral in both English and French is required as the Urban Specialist will be working with francophone countries.

**Assessment Method**

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

**Special Notice**

Appointment against this post is for an initial period of one year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him

or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided.

If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

**United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment

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| 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.  • Summary CV (maximum 2 pages), indicating the following information:  1. Educational Background (incl. dates)  2. Professional Experience (assignments, tasks, achievements, duration by years/ months)  3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)  4. Expertise and preferences regarding location of potential assignments  5. Expectations regarding remuneration  • Cover memo (maximum 1 page)  Please also 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>  All applications should be submitted in electronic format (using MS Word) by email to peter.wamwiri@un.org  and copy to Elizabeth.Kahwae@un.org  UN-HABITAT  P.O. Box 30030, 00100 Nairobi, Kenya  Deadline for applications: 31 May 2019  *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*](mailto:recruitment@unon.org) |