

**KNOWLEDGE AND INNOVATION BRANCH, UN-HABITAT
TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER (JPO)**

Position: Junior Professional Officer (JPO)

Branch: Urban Innovation.

Location : Hamburg, Germany

BACKGROUND AND JUSTIFICATION

The position is located in the United Nations Innovation Technology Accelerator for Cities, based in Hamburg (UNITAC-Hamburg). UNITAC-Hamburg is part of the Knowledge and Innovation Branch of the External Relations, Strategy, Knowledge and Innovation Division (ERSKI) of UN-Habitat headquartered in Nairobi, Kenya.

ERSKI is responsible for strategic planning, programmatic direction and operationalization of UN-Habitat's focal point role for the New Urban Agenda and the Sustainable Development Goals in the UN system and for coordination of Emergency Programmes. The Knowledge and Innovation Branch is responsible for leading the development of UN-Habitat's flagship reports, gathering and reporting on urban data through its Data and Analytics Unit, and producing cutting-edge knowledge and innovation on cities, the processes of urban development and urbanization and its associated effects.

UNITAC-Hamburg works with a variety of innovation, prototyping and applied research methodologies to develop innovative solutions that accelerate the achievement of Sustainable Development Goals (SDGs) related to cities and urbanization. These innovative solutions will be tested and scaled through UN-Habitat's global network of country offices, local governments and other partners, including the private sector and the academia. UNITAC-Hamburg is jointly implemented with the HafenCity University (HCU) of Hamburg and the United Nations Office of Information and Communications Technology (UN-OICT). The JPO will be based at the UNITAC office in Hamburg, Germany.

DUTIES AND RESPONSIBILITIES

This project post is for a JPO, Urban Innovation (P-2), based at UNITAC in Hamburg, Germany. The responsibilities will include the following:

- Support the communications of all activities produced by UNITAC-Hamburg, including on urban development, challenge-driven innovation, digital technologies, smart cities, urban data, etc.
- Support the development, implementation and evaluation of selected aspects or components of the project, including providing communication support to enhance quality and synergy
- Develop communications strategies, plans and activities in an innovative and progressive manner, paying special attention to stakeholders' needs and requirements
- Support the strong partnership with UN-Habitat, so that UNITAC-Hamburg is fully immersed in UN-Habitat's Strategic Plan, overall communications through the HQ, annual work programmes, and the transfer and exchange of knowledge is ensured

- Support the coordination of the project with UN-Habitat headquarters and regional/country presence, and support the agency's knowledge, experience and dissemination on urban knowledge, data and innovation, sustainable urban development and digital technologies
- Liaise with all departments of UN-Habitat, as well as with other UN entities and development partners that are involved in accelerators and innovation initiatives (e.g. UN Innovation Network, UNTILs, UNDP Accelerator Labs, etc.)
- Support selected partnerships established through UNITAC-Hamburg, including with the private sector, local and national governments, local stakeholders, and with UN-Habitat country teams and the wider UN system
- Support the coordination and implementation of the project from a communication angle, and liaise with donors, implementing partners and other development partners
- Prepare various written outputs and reports for the project and the two UN agencies, based on data, research and analyses derived from the project, e.g. background papers, communication pieces, sections of reports and studies, inputs to publications, etc.
- Develop and organize workshops with relevant stakeholders
- Provide substantive support to consultative and other meetings
- Establish strong relationships with key stakeholders, including government partners, NGOs, research organizations and communities
- Manage interns, where appropriate
- Organize and participate in mission travels, including the provision of guidance including preparation of briefings, talking points and other necessary programmatic documentation prior to and post missions

QUALIFICATION, EXPERIENCE AND COMPETENCIES REQUIRED.

Education

Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including urban or regional planning, smart cities, data science, communications or strategy. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

Work experience

At least two (2) years of progressively responsible professional experience in social/economic sustainable development, urban/regional planning, urban policy analysis, or communications related work. Experience in operational activities, research, communications and/or policy development work related to urban management in developing countries will be a strong advantage. Experience in international work and knowledge of UN-Habitat activities and its partner programmes, as well as with city-level partners, will be an asset. The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment. S/he must be fluent in English. Knowledge in one or more additional United Nations languages is highly recommended.

Competencies

Professionalism: shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.

Communication: speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed; excellent drafting ability and communications skills (oral, written); proven ability to communicate complex concepts; ability to prepare clear, concise and meaningful written reports.

Teamwork: works collaboratively with colleagues to achieve organizational goals; 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: able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

SUPERVISON

The Junior Professional Officer will report directly to the UNITAC Manager and has additional reporting lines to the Human Settlements Officers within the Innovation Unit of UN-Habitat.