

**REGIONAL OFFICE FOR ARAB STATES
TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER (JPO)**

Position: Junior Professional Officer (JPO)

Section: UN-Habitat Iraq Office

Location: Erbil, Kurdistan Region, Iraq

BACKGROUND AND JUSTIFICATION

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 has been active in Iraq since 1996. After 2003, UN-Habitat was largely engaged in early recovery efforts, particularly supporting internally displaced persons (IDPs) through the provision of shelter and reconstruction solutions. Since then, UN-Habitat Iraq's portfolio has expanded beyond emergency response to include both humanitarian programmes, such as providing IDPs and returnees with shelter and water, sanitation and hygiene infrastructure, and promoting urban recovery of areas affected by conflict, and developmental programmes that delivers technical support to address durable solutions for IDPs and informal settlers as well as essential capacity development for relevant government institutions.

As Iraq makes transition from its humanitarian and recovery phase to longer-term reconstruction and development phase, UN-Habitat plays an important role to support the people and the Government of Iraq through its expertise on urban planning and development. For example, UN-Habitat is a core member of the United Nations Country Team's Durable Solutions Task Force and its Technical Working Group. UN-Habitat is also a major actor in promoting a comprehensive urban reconstruction and development approach, including housing and infrastructure reconstruction, livelihoods support, and addressing housing, land and property rights.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

The JPO is expected to perform for the following duties:

- Assist with the development and management of projects related to urban recovery and reconstruction, informal settlements upgrading, and other urban-related issues.
- Provide technical support for management, implementation, monitoring and evaluation of UN-Habitat's projects in the Kurdistan Region of Iraq.
- Plan and conduct field missions in the Kurdistan Region of Iraq to monitor the progress of projects and activities and liaise with the government counterparts as well as beneficiary community members to ensure effective project implementation.

- Participate in relevant inter-agency coordination meetings such as Shelter Cluster and WASH Cluster meetings, Returns Working Group meetings and Durable Solutions Task Force Technical Working Group meetings.
- Ensure timely coordination with donors, government counterparts, implementing partners, communities and other counterparts/stakeholders.
- Perform any other related tasks as may be required or assigned by the supervisor.

TRAVEL

The JPO is expected to travel frequently within the Kurdistan Region of Iraq.

TRAINING AND LEARNING ELEMENTS

As part of the overall framework of the JPO programme, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation (DTTA) to increase his/her technical capacities in project development and management, monitoring and evaluation, and urban-related issues.
- Participation in workshops, conferences and trainings organized in the Kurdistan Region of Iraq and virtually.
- On-the-job training and regular mentoring by staff members of UN-Habitat Iraq as well as interaction with other UN agencies, NGO implementing partners, donors and government counterparts.

QUALIFICATIONS, EXPERIENCES AND COMPETENCIES

Academic Qualifications: Advanced university degree (Master's degree or equivalent) in International Relations, Development Studies, Urban and Regional Planning, Architecture, or related field.

Experience: A minimum of two years of relevant work experience in development assistance, humanitarian assistance, project management, urban planning, or related field is required.

Language: Fluency in oral and written English is required.

COMPETENCIES

Professionalism: Discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgment; ability to liaise and coordinate with a range of different actors; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; ask 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: Ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues.

SUPERVISION

The JPO will work under the direct supervision of the Head of UN-Habitat Kurdistan Region of Iraq and the overall supervision of Head of UN-Habitat Iraq.