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

Position: Junior Professional Officer (JPO)

Section: Regional Office for Arab States

Location: Cairo, Egypt.

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations programme working towards a better urban future. Its mission is to promote socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all.

In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN-Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11 – to make cities inclusive, safe, resilient and sustainable.

Mandated by the UN General Assembly in 1978 to address the issues of urban growth, it is a knowledgeable institution on urban development processes, and understands the aspirations of cities and their residents. For forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes. This has placed UN-Habitat in the best position to provide answers and achievable solutions to the current challenges faced by our cities. UN-Habitat is capitalizing on its experience and position to work with partners to formulate the urban vision of tomorrow. It works to ensure that cities become inclusive and affordable drivers of economic growth and social development.

UN-Habitat Regional Office for Arab States (ROAS) was established in 2011 in Cairo, Egypt, and provides technical cooperation and capacity building for 18 countries across the Arab region. The Regional Office promotes and implements policies, programs and operational projects in UN-Habitat's focus areas, at regional, national, and local levels, aimed at achieving sustainable urban development in the countries of the region, and provide technical cooperation services, upon request from governments. UN-Habitat ROAS covers all the operational activities and projects in 18 countries across the Arab Region; currently, with 12 active country programmes. UN-Habitat promotes sustainable urbanization in the Arab region as a key driver and prerequisite of sustainable development and empowers cities to harness the value of urbanization and ensure even development, inclusion and equality, lifting millions out of poverty. Moreover, since 2011, the Arab region has been witnessing revolutions and civil strife, in many cases resulting in brutal civil wars. These multiple crises have aggravated the current urban conditions in the region, such as poverty, informal settlements and under serviced areas. The majority of people displaced by conflicts are displaced into urban centres, causing a dramatic surge in urban population and an increased pressure on the already strained urban services, infrastructure and social fabric.

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DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

With this assignment, ROAS looks to

- **a)** strengthen the process of urban upgrading and informal settlements development in the Arab States programme. Hence, the JPO is expected to perform the following: Undertake research on urban upgrading and effective settlements growth, and identify potential priority interventions in the Arab region at the regional level.
- Map ongoing and future projects on informal settlements and urban upgrading implemented by governments, UN agencies, World Bank, NGOs, private sectors and other humanitarian or development agencies in the region.
- Develop regional concept notes and project documents relevant to informal settlements and urban upgrading in the Arab States, in line with the 2030 Agenda for Sustainable Development, and within the framework of the humanitarian, peace and development nexus launched by the UN Secretary General.
- Liaise with UN-Habitat regional partners to ensure coordination.
- Identify and prioritize funding opportunities for urban upgrading in the region with the help of the ROAS donor mapping system.
- Undertake other duties as may be assigned by the Senior Human Settlement Officer or the Regional Representative.

b) Support the ROAS to strengthen its programme on COVID response, focusing on support to “building back better” and socio-economic responses. Hence the JPO will focus on the following:

- Mitigating the economic impact of COVID-19
- Equal access to basic services
- Affordable water and sanitation
- Housing options and security of tenure
- Urban mobility and transport (accessibility)
- Land management and governance (land-use planning and management)
- Accessible and inclusive public spaces
- Urban and municipal finance (Public Finance Management)
- Climate action

TRAVEL

For this JPO post, occasional travel is required to provide technical assistance to countries, present results and research and organize regional trainings.

TRAINING AND LEARNING ELEMENTS

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

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- Use of yearly JPO duty-related travel and training allocation (DTTA) to increase his/her technical capacities in conflict and post conflict recovery and reconstruction.
- The JPO will also benefit from on-the-job training related to workshops, expert group meetings, and seminars, as well interaction with UN agencies and partners.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Professionalism: Strong conceptual skills required. Shows pride in work and in achievements; demonstrates professional competence and mastery in policy issues related to the New Urban Agenda, including; 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 and other; 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.

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: Works collaboratively with colleagues to achieve organizational goals; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;

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.

- **Education:** Advanced university degree (Master’s degree or equivalent) in urban planning/development, architecture, engineering, sociology, economics, international relations, political science or a related field.
- **Work Experience:** A minimum of five years of progressively responsible experience in conflict and human settlements and related fields at the international level, focusing on analysis and research; experience working at the national or regional level in the Arab region is desirable.
- **Languages:** Excellent written and oral English is required for this assignment. Excellent (English) writing skills and experience in the production of analytical studies and reports. Knowledge of French or Arabic is an advantage.

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SUPERVISION

The JPO will work under the direct supervision of the Senior Human Settlement Officer and the overall supervision of the Regional Representative for Arab States.