

**URBAN PRACTICES BRANCH, GLOBAL SOLUTIONS DIVISION
TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER (JPO)**

Position: Junior Professional Officer (Associate Programme Officer)

Branch: Urban Practices Branch

Location: UN-Habitat Headquarters, Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations system's designated entity for addressing and promoting socially and environmentally sustainable human settlements, development, and the achievement of adequate shelter for all (www.unhabitat.org).

Within the Global Solutions Division, The Urban Practices Branch (UPB) is the tools and methodology production and skills center of the UN-Habitat that develops normative guidance and cutting-edge tools through communities of urban practice. It provides technical and policy advice approaches and methodologies to MCOs/CO, government and partners and mainstreams them throughout the programme portfolio. The Branch is the home of several of the Agency's large global programmes. It also ensures that the cross-cutting area of safety and the social inclusion issues of human rights; gender; children, youth and older persons; and disability are developed and mainstreamed across the Agency. Finally, the Branch also maintains and disseminates UN-Habitat's repository for knowledge tools, methodologies, and products, in support of the implementation of the New Urban Agenda and the Sustainable Development Goals.

The Urban Practices Branch includes five sections/units: The Policy, Legislation, and Governance Section; the Planning, Finance, and Economy Section; the Land, Housing and Shelter Section; the Urban Basic Services Section; and the Human Rights and Social Inclusion Unit.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Within delegated authority, the JPO will be responsible for the following duties:

- Research and draft various documents, including position papers and think pieces, and communications, in the various thematic areas that fall under the remit of the Branch;
- Support the Chief of Branch to prepare substantive inputs to meetings and sessions, including briefing notes, background papers, talking points, and presentations;
- Support preparations for internal and external meetings at the Branch level, including Expert Group Meetings and webinars, coordinate and review inputs, and draft reports;
- Respond to various internal and external inquiries and information requests;

- Analyze information contained in communications and publications received from different sources;
- Edit documents in English, providing appropriate revisions including formatting, design, and layout;
- Develop a knowledge management system for the Urban Practices Branch, integrating the knowledge management systems of the various sections/units with the Branch;
- Propose information technologies and systems for tracking and reporting programmes and projects, working with colleagues across the Branch and the ICT team;
- Any other duties as required by the Chief of Branch.

TRAVEL

The JPO may be required to undertake official missions related to her/his work programme.

TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Service (HRMS) of the United Nations Office of Nairobi (UNON). The courses include language courses in all United Nations languages, computer training, management courses, etc. The JPO will have the opportunities for on-the-job training in the management and administration of a United Nations programme. The JPO should attend, either in person or online, at least one international conference/workshop/seminar per year on a relevant topic and s/he will be exposed to international and local best practices in her/his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education

Advanced university degree in political science, international relations, international economics, law, public administration or other related area is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

For applicants with an advanced university degree (Master's degree or equivalent), a minimum of two years of progressively responsible experience in political science, international relations, urban development, international economics, law, public administration or other related. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in the areas cited above.

Languages

English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Competencies

- **Professionalism:** Knowledge of the work of the United Nations and the major international development frameworks guiding its work – the Agenda 2030 and SDGs, Paris Agreement on Climate Change, New Urban Agenda, among others. Understanding of challenges of sustainable urbanization and the mandate of UN-Habitat. Ability to research and use data to develop think pieces, policy notes and other documentation. 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.
- **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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

SUPERVISON

The post is located in the Urban Practices Branch within the Global Solutions Division, in the UN-Habitat Headquarters in Nairobi. The JPO will work under the direct supervision of the Chief of the Urban Practices Branch.