

**Bangkok Programme Office, Regional Office for Asia and the Pacific**

**TERMS OF REFERENCE**

**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer  
**Section:** Bangkok Programme Office, UN-Habitat Regional Office for Asia and the Pacific  
**Location:** Bangkok, Thailand<sup>1</sup>

**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](http://www.unhabitat.org)). The UN-Habitat Regional Office for Asia and the Pacific (ROAP) oversees some 33 major projects in countries across the region from Afghanistan, Sri Lanka and Bangladesh east to Cambodia, Thailand, The Philippines and beyond to assist Member States in implementing the 2030 Agenda for Sustainable Development, the New Urban Agenda.

To strengthen collaboration with Regional Economic and Social Commission (ESCAP), building on initial collaboration started in 2010, UN-Habitat Bangkok Programme Office serves multiple roles in addition to coordination with Bangkok-based UN entities including ESCAP and regional offices of other UN entities as well as Member States' Permanent Representatives, ASEAN, donor communities and other stakeholders. The Office also supports UN-Habitat Country Teams in Southeast Asia and South Asia, in close coordination with Development Coordination Office (DCO).

Bangkok is a host to over 3,000 UN staff, personnel, and dependents across over 30 specialized UN entities and over 3,000 UN events annually. It is also a host of multiple regional system collaboration. UN-Habitat has been increasing its engagement with dozens of regional platforms, including Asia-Pacific Networking Group on Human Mobility & Urbanization (under Regional Collaboration Platform), Asia Pacific Mayor's Academy for Sustainable Urban Development, Penang Platform for Sustainable Urbanization, ASEAN Sustainable Urbanisation project, just to name a few.

As part of the ongoing UN-Habitat reform process, the Executive Director of UN-Habitat rolled out a roadmap to strengthen the regional architecture, in consultation with the Executive Board. Noting the funding challenges to support the implementation of the UN System-Wide Strategy on Sustainable Urban Development at the regional level through the support of regional structures and Resident Coordinators (RCs), Member States and UN-Habitat partners were encouraged further contribute to strengthening these mechanisms. UN-Habitat shall employ a flexible approach tailored to regional or country needs, recognizing these needs are likely to shift periodically.

As a potential pilot of multi-country programme office (MCPO), Bangkok office is currently serving and planning to strengthen the following functions.

---

<sup>1</sup> As of 2023, this JPO position is no longer with duty station Yangon; the JPO vacancy is now published with duty station Bangkok.

## Regional Collaborations

The Bangkok Programme Office is strengthening sub-regional and multi-country thematic collaboration, in collaboration with UN-Habitat country teams and in support of the normative and global HQ programmes.

The Bangkok Programme Office will also strengthen UN-Habitat's capacity to collaborate in key corporate processes, both regionally as globally. These corporate processes comprise following actions and results:

- Stronger and deeper understanding of the Asia-Pacific regional and sub-regional context and strengthened communication with key partners;
- Development and approval of a clear plan to broaden the nature of UN-Habitat engagement with (subregional) stakeholders – including how to work with the Office of the Executive Director to broaden the base of political support for UN-Habitat;
- Support the creation of a themed network of networks amplifying civil society voice and maximize focus on UN-Habitat priorities under the Strategic Plan and work programme 2023-2025, including part of the upcoming Asia-Pacific Urban Forum;
- Broaden outreach and plan to implement partnership projects with regional stakeholders with media, private sector and more broadly targeting the general public;
- Identification of new partners and develop region-specific strategies in cooperation with relevant units and inform [COs and others] about new partnership opportunities; and
- Establishment and maintenance of high-level contacts with senior officials and departments in Bangkok, as well as other multilateral, bilateral and private funding agencies.

## Sub-regional and Country Support

Bangkok Programme Office will also target more specific collaborations. Currently, they will include sub-regional and country programming lines as outlined in the UN-Habitat Strategic Plan.

- **UN-ASEAN Collaboration:**

The Bangkok Programme Office is expanding the ongoing partnership with the ASEAN Secretariat and related key partners. Through a regional programme, the Bangkok office will facilitate funding and programmatic support to country offices to implement national and local level initiatives and supports regional and global advocacy for sustainable urbanization in the subregion.

- **Country Office operations:** Thailand, Malaysia and other

The Bangkok Programme Office maintains relations and builds partnerships with line Ministries and key national, provincial and local partners to support the government and communities and to advance the UN-Habitat agenda. Through close collaboration with the RC Office and other relevant agencies, the office leads the implementation of national and local level programs and projects while supporting HQ initiatives in the countries. The Bangkok Office also provide on-demand back-stopping services to UN-Habitat Myanmar.

## Specialised Partnership Building and Programme Innovation

In addition, the Bangkok Programme Office will also catalyse targeted partnership building and the development of new programmes and initiatives:

- **CLMV and Mekong countries collaboration:**

Resulting from successive RCP and UNCT retreats, support from DCO is being explored for a Mekong sub-regional UNSDCF or development plan covering all of Cambodia, Lao People's Democratic Republic, Myanmar, and Vietnam with joint mobilization of support from donors based in Bangkok with oversight and supporting role to multiple countries in the Mekong region.

- **Strategic Country Collaboration:** Japan, , Singapore and Brunei Darussalam

With the guidance from the Office of Executive Director and Regional Programme Division, , Bangkok Programme Office will be working closely with key strategic countries in the region assisting further strengthening of UN-Habitat's role in Bangkok for stronger advocacy for sustainable urbanization and SDG 11, including World Urban campaigns (World Urban Forum, World Cities Day).

- **Private Sector Partnership:**

Bangkok is not only the home for many UN personnel, but also the home to the large-scale enterprises, including nearly 6,000 Japanese companies. The Bangkok Programme Office will look for establishing new relations and developing new initiatives and programmes with these companies.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT**

Under the guidance and supervision of the Chief, Bangkok Programme Office, the Junior Programme Officer will be required to perform the following duties and responsibilities:

### **Contribute to reporting:**

- Supports the functions of the Bangkok Programme Office, as per current work programme, and contributes to the formulation and reporting of the annual work plan activities of the Bangkok Programme Office;
- Provides substantive and analytical input in the preparation of position papers and reports on topics relevant to the Bangkok Programme Office's engagements with regional and sub-regional partners;
- Contributes to a wide range of written inputs in the context of regional engagements, including background papers, issue analysis, briefing notes, policy statements, talking points, substantial sections of reports, and procedural or protocol matters;
- Supports the development of and reporting on MOUs and other agreements with UN-ESCAP and other member state representatives based in Bangkok.

### **Strategic partnerships and advocacy:**

- Explores and supports establishing partnership with potential member states, for UN-Habitat including through joint programming at regional and sub-regional level with UN partners;
- Supports identifying new partners and donors, including private sectors, academia and private funding agencies, with special focus on Japanese enterprises based in Bangkok, and develops relations with them, in cooperation with relevant units and informing country offices;
- Supports UN-Habitat's representation in various committees, task forces, working groups, inter-governmental meetings, relations with Bangkok-based platforms and supports regional advocacy activities such as the Asia Pacific Forum for Sustainable Development, Asia Pacific Urban Forum,

the Asian Pacific City Summit, the Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD) and UN-Habitat's Urban October, and for the World Urban Forum and other high-level global events, as required.

**Performs other duties as required that falls under the expertise of the selected applicant.**

## **TRAVEL**

The JPO may undertake official missions related to her/his work programme including travel to assist/attend regional and sub-regional events and meetings. Limited participation in national meetings as required.

## **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 on all subjects listed under "Duties" above. All training courses available to staff members will also be available to the JPO. The JPO should attend 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 his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning. JPO will also have the opportunity to experience job shadowing of different roles in ROAP to effectively learn the dynamics and different functions of work of UN-Habitat and to have better understanding of required competencies for these positions.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

### **Education**

Advanced university degree (Master's degree or equivalent) university degree in social/political sciences, environmental management, international relations, urban or regional planning, engineering or related fields, with an emphasis on sustainable urban development and human settlements.

### **Work experience**

- Minimum 2 years work experience in human settlements issues and/or sustainable urbanisation in international cooperation and/or developing countries in particular is required.
- Experience of project or programme management, developing and/or implementing international sustainable development programmes and initiatives, coordination among different stakeholders and/or multi-countries is desirable.
- Experience of working in or with private sector is preferred.

### **Language**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language or Thai is an advantage.

**Competencies:**

- **Professionalism:** 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; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities 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; 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.
- **Planning & 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.
- **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.

**SUPERVISION**

JPO will work directly under the guidance of the Chief, Bangkok Programme Office and in close coordination with other offices based in Bangkok.