

**VACANCY ANNOUNCEMENT**

**Issued on: 14 November 2019**

<b>ORGANIZATIONAL LOCATION</b>	<b>UN-Habitat</b>
<b>DUTY STATION</b>	<b>Nairobi, Kenya</b>
<b>FUNCTIONAL TITLE</b>	<b>Programme Officer</b>
<b>POST DURATION</b>	<b>9 Months</b>
<b>CLOSING DATE</b>	<b>21 November 2019</b>

**BACKGROUND**

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.

The Urban Planning and Design Lab (Urban Lab) of UN-Habitat is an initiative to promptly respond to the requests of national and local governments to support sustainable urban development. The Urban Lab is the integrative facility of the Agency where innovative processes and partnerships are translated into tangible and transformative solutions to complex urban challenges. The Urban Lab acts as a neutral broker, managing knowledge in complex stakeholder settings to resolve multi-sectoral, multi-scalar and multi-stakeholder challenges, by offering a multi-disciplinary team capturing the necessary thematic areas. In this context, the Urban Lab applies an integrated approach to systemic and strategic planning to deliver transformative change for sustainable urbanization and to achieve the 2030 Agenda for Sustainable Development and the New Urban Agenda.

The Global Future Cities Programme (GFCP) is one of the programmes the Urban Lab currently is undertaking. The GFCP, under the UK Foreign and Commonwealth's Prosperity Fund, (UK FCO) aims to deliver targeted interventions in 19 cities across 10 countries to encourage sustainable development, increase prosperity whilst alleviating high levels of urban poverty. The programme will also create significant short and long-term business opportunities in growing markets forecast to be regional growth hubs. In addition, the programme will make a significant contribution to achieving the Sustainable Development Goals (SDG) and implementation of the New Urban Agenda (NUA).

**RESPONSIBILITIES**

Within delegated authority, the Human Settlements Officer will be responsible for the following duties: The incumbent will work under the direct supervision of the manager of the Urban Planning and Design Lab and the overall supervision of the leader of the City Planning, Extension and Design Unit (CPEDU). The Human Settlements Officer will work closely together with another Human Settlements Officer at similar level to coordinate the multi country UKFCO Future Cities Programme. She/he will contribute to the implementation of activities within the UPD-LAB and Unit by performing the following duties:

- Develops, implements and evaluates the implementation phase of the UKFCO Future Cities Programme; monitors and analyzes programme development; reviews relevant documents and reports from delivery partners, the donor and knowledge partners in the programme; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Develops, implements and evaluates in addition to the UKFCO programme the UPD-Lab and CPEDU portfolio, through project proposals, concept notes and by building partnerships with relevant knowledge and implementing partners
- Researches, analyzes and presents information gathered from existing urban planning documents, publications and tools to guide and facilitate planning processes and to guarantee sustainable implementation of urban projects and programmes.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, in the domains of the UK Future Cities Programme; urban planning, mobility, resilience.
- Leads and/or participates in large, complex field missions in close collaboration with UN-Habitat's regional and country offices and by informing the Resident Coordinator's office, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Initiates and Coordinates recruitment processes for consultancies needed to implement the UKFCO Future Cities Programme in close collaboration with the head of the UPD-Lab and the Leader of the CPEDU.
- Coordinates and mainstreams UPD-Lab work and tools with other UN-Habitat offices, branches and units.
- Performs consulting assignments, in collaboration with the UKFCO, local authorities and delivery partners of the programme, by planning participatory, multi-stakeholder workshops, through other interactive sessions and assisting in developing recommendations the client will use to manage the change, for the UKFCO Future Cities Programme in specific this includes applying, amending and evaluating the UN-Habitat SDG project assessment tool.
- Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies including for the UKFCO Future Cities programme through the development of a Knowledge Management Platform as part of UN-Habitat's New Urban Agenda platform.
- Provides substantive backstopping to Milestone assessment meetings of the UK Future Cities Programme and coordinates meetings to improve and tailor UN-Habitat's SDG project Assessment tool, that includes proposing agenda topics, identifying participants, managing the preparation of documents and presentations.
- Coordinates the communication and visibility strategy of the UKFCO Future Cities Programme, including a knowledge management platform as a repository for the programme and to facilitate peer-to-peer learning to support the implementation and replication of the proposed urban project within the program.
- Coordinates the UKFCO Future Cities Capacity Building Component throughout the programme including facilitating workshops with local authorities and delivery partners, webinars and tailor-made trainings in close collaboration and by coordination of the implementing partner contracted by UN-Habitat.
- Performs other duties as required.

**Work implies frequent interaction with the following:**

Counterparts, officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies. Representatives and officials in local and national governments, international organizations, consultants and interns.

**COMPETENCIES**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to urban planning and urban economy. Strong analysis of urban form, urban systems, economic and financial systems, underlying social, legal and financial mechanisms and the political context. Knowledge of the SDGs, their targets and indicators and the New Urban Agenda. Strong conceptual thinking. Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; thinks "outside the box", and offers new and different options to solve problems or meet client needs. Ability to collect and analyse qualitative and quantitative data. Knowledge of urban development issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure in diverse environments with minimum supervision.
- **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 limitations of technology to the work of the office, actively seeks to apply technology to appropriate tasks, shows willingness to learn new technology.
- **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; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.

**QUALIFICATIONS****Education:**

Advanced University degree in Architecture or Urban Planning, or related field that is relevant for sustainable urban development and urban planning and design is required. A first-level university degree in combination with (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Professional Experience:**

A minimum of seven years of progressive responsible experience in urban planning and design with direct proven experience in drawing and preparing plan graphical material using computer assisted design tools is required. Strong graphic representation skill is required. A portfolio of plans and designs of which the incumbent is an author is considered highly desirable. Experience within the UN system will be an asset.

**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 United Nations official language is an advantage

**Remuneration**

Applications should include:

- Cover memo (maximum 1 page)
- P11, indicating the following information:
  1. Educational Background (incl. dates)
  2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
  3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
  4. Expertise and preferences regarding location of potential assignments

All applications should be submitted to: [elizabeth.okongo@un.org](mailto:elizabeth.okongo@un.org)

**Deadline for applications: 21 November 2019**

*UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: [recruitment@unon.org](mailto:recruitment@unon.org)*