

Posting Title : Programme Management Officer, Human Settlements, P4  
Job Code Title : Programme Management Officer, Human Settlements  
Department/ Office : United Nations Human Settlements Programme  
Location : NAIROBI  
Posting Period : 27 April 2018-10 May 2018  
Job Opening number : 18-HUM-UNHABITAT-96681-J-NAIROBI (R)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org .Setting And Reporting**

The United Nations Human Settlements Programme, UN-HABITAT, is the UN agency for cities and other 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. This position is located in the Risk Reduction and Rehabilitation Branch. Reporting directly to the Settlements Recovery Unit Head, with the Risk Reduction Rehabilitation Branch Coordinator as the second reporting officer. The focus of these jobs is to lead the implementation, monitoring and evaluation of programmes, operations and other activities in an assigned functional area: Specifically, supporting UN-Habitat's engagement in shelter and settlement recovery programmes in crisis and post crisis contexts.

### **Responsibilities**

The Programme Officer will be responsible for the following duties:•Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.•Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies, •Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.•Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.•Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.•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.).•Coordinates development and implementation of a UN-Habitat Emergency Response Portal (ERP). A knowledge management platform for crisis and post-crisis related programmes. •Coordinates development of UN-Habitat crisis related knowledge management product 'Twenty-Five Years of Engagement in Crises', UN-Habitat's humanitarian to development case studies and best practice. •Develop Standard Operating Procedures (SOPs) and guidance notes in support of crisis related operations. •Liaises with UN-Habitat counterparts across the organisation to increase awareness and improve effectiveness of crisis and post-crisis related programmes. •Facilitates operational support, surge capacity, to countries experiencing crisis events. •Performs other duties as required. Work implies frequent interaction with the following: Establish and maintain relationships with counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies including regional and country offices and; Representatives and officials in national governments, international organizations, consultants.

### **Competencies**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. **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. **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.

### **Education**

Advanced university degree (Master's degree or equivalent) in a relevant area such as, urban and regional planning, sociology, economics, humanitarian affairs or physical sciences relevant to development and management of human settlement. A first-level university degree with a combination of two years professional and academic qualifications may be accepted in lieu of an advanced university degree.

## **Work Experience**

A minimum of seven (7) years of progressively responsible relevant experience in human settlements, and programme management related issues of which at least five (5) years of similar experience at the international level within UN system or within other international organisations. Proven experience in developing and managing projects, and experience in fund raising for as well as experience in collaborating with other international organisations would be an added advantage.

## **Languages**

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) For this post fluency in English is required. Knowledge of another UN language will be an asset.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **Special Notice**

- This position is temporarily available until 30 June 2018. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount

consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.