

Temporary Job Opening (TJO)

TVA Grade level: P3
Functional Title: Programme Officer
Department: Habitat III Secretariat
Duty Station: Nairobi
Deadline: 4 March 2015
Duration: 364 days

Special Notice

This position is a temporary appointment linked to the Habitat III conference. Initial appointment is for 364 days, subject to special extension approval to a maximum of 729 days.

BACKGROUND AND JUSTIFICATION

Habitat III is the United Nations Conference on Housing and Sustainable Urban Development to take place in 2016. In resolution 66/207 and in line with the bi-decennial cycle (1976, 1996 and 2016), the United Nations General Assembly decided to convene, the Habitat III Conference to reinvigorate the global commitment to sustainable urbanization, to focus on the implementation of a “New Urban Agenda”, building on the Habitat Agenda of Istanbul in 1996.

Member States of the General Assembly, in resolution 67/216, decided that the objective of the Conference are to secure renewed political commitment for sustainable urban development, assess accomplishments to date, address poverty and identify and address new and emerging challenges. The conference will result in a concise, focused, forward-looking and action-oriented outcome document.

Habitat III will be the first UN global summit after the adoption of the Post-2015 Sustainable Development Agenda and, hopefully, a new climate change agreement. It offers a unique opportunity to discuss the important challenge of how cities, towns and villages are planned and managed, in order to fulfill their role as drivers of sustainable development, and hence shape the implementation of new global development and climate change goals.

Under the supervision of the Secretary General of the Conference, the Habitat III Secretariat Coordinator will coordinate all activities before, during and after the preparatory process of United Nations Conference on Housing and Sustainable Urban Development (Habitat III) as well as those activities of the actual Conference. Furthermore, the Secretary General of the Conference has requested that the Habitat III Secretariat Coordinator includes the UN-Habitat’s advocacy, communication and outreach activities, such as the World Urban Forum, World Urban Campaign, World Habitat Day and World Cities Day etc., in the overall strategy of Habitat III.

Within this context, the Habitat III Secretariat Coordinator and the Habitat III Secretariat requires the support of a programme officer who focuses on the implementation, monitoring, reporting and knowledge management for a successful United Nations Conference on Housing and Sustainable Urban Development (Habitat III).

DUTIES AND RESPONSABILITIES

Within delegated authority, the Programme Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Programme Officers.)*

- Provides extensive support for strategic planning and programming and coordination of Habitat III, its preparatory committee meetings and other related events and activities;
- Assists in monitoring and reporting of Habitat III, its preparatory committee meetings and other related events and activities;
- Coordinates between regional and national processes in terms of capturing regional- and country-level programming information, knowledge, ongoing best practices and lessons learnt to link up with the Habitat III strategic framework;
- Provides extensive support for monitoring and disseminating Habitat III strategic framework to advocate region-country-wide programming, and to provide capacity development and knowledge management interventions;
- Provides assistance to develop regional and country-level advocacy and communications strategies and to build Habitat III strategic framework;
- Performs other related duties as required, including the support to World Urban Forums, including National Urban Forums, in terms of monitoring, reporting, regional and country coordination and donor relations.
- Coordinates programme/project preparation and submissions, progress reports to Habitat III donors and prepares related documents/reports (pledging, work programme, programme budget, etc.).

QUALIFICATIONS AND EXPERIENCE

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 assist with 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.
- **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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in international relations, social science relevant to development and management of human settlements or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in human settlements programmes in post-conflict and disaster countries. Proven human settlements development fields, projects/programmes design, monitoring, evaluation and reporting, advocacy and implementation with the UN system or other international agencies is desirable.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

All applications should be submitted to habitat3secretariat@un.org

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org)
Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile (The PHP should be attached to the application as a PDF file).
- Most recent signed PAS

Note: While this temporary assignment will provide the successful applicant with an ideal 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 a post. Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office. Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post. For information on the provisions for special post allowance, please refer to ST/AI/1999/17.

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.

Deadline for applications: **4 March 2015**