

**POLICY LEGISLATION AND GOVERNANCE SECTION, URBAN PRACTICES  
BRANCH, GLOBAL SOLUTIONS DIVISION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO) - Urban Legislation

**Section:** Policy Legislation and Governance Section (PLGS)

**Location:** UN-Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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 position is located in the Policy, Legislation and Governance Section (PLGS) of the Urban Practices Branch (UPB) within the Global Solutions Division of UN-Habitat Headquarters in Nairobi. The PLGS is responsible for coordinating the Agency's substantive, normative and operational work on various dimensions of Policy, Legislation and Governance. The Section aims to develop, document, pilot/test and disseminate norms, standards, tools, methodologies, regulatory frameworks, operating procedures and practices at global, regional, national and sub-national levels; offer tailor-made solutions on policy, legislative and governance for cities, regions and metropolitan areas; and generate and manage cutting-edge knowledge and data in relation to these areas.

The JPO will support the Legislation work stream of the Policy, Legislation and Governance Section. The focus of the Legislation work stream is the development of normative tools and methodologies to conduct legal reviews and reforms and to support National and Local governments in improving the effectiveness of their legal frameworks for the implementation of the New Urban Agenda, the Sustainable Development Goals and other internationally agreed development frameworks including the Paris Agreement and the Sendai Framework.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Under the supervision of the PLGS Chief, and in close collaboration with professional staff responsible for normative and technical assistance projects, the incumbent will be responsible for the following duties:

- i. Policy and Work Programme: Support the development of the Unit's key directions and strategic goals; Assist in providing technical and management support in urban legal systems and human settlements analysis needs assessments and other activities; Participate in advisory missions to carry out consultations aimed at developing urban legal knowledge, human settlements policies, strategies and programmes; Assist in the development of the agency's and partners' legal capacity in regard to urban laws; Contribute to the documentation of urban legal

- knowledge and enabling legislation by proposing examples of best practices and success stories; Assist in providing technical assistance to member states and local authorities in regard to developing, reviewing and implementing urban laws and monitoring progress, evaluating results and assessing impact; Support the development of urban legal tools and the production of guidelines for their implementation; Assist in the preparation of concept notes for programme/project proposals and in the preparation and review of related documents/reports.
- ii. Reporting, Advocacy and Advisory Services: Carry out research and studies on a range of urban legal topics; Analyse and present the data gathered from diverse sources; Participate in establishing and promoting effective and continuous cooperation with the activities of other parts of UN-Habitat; Contribute to written outputs e.g. draft background papers, analysis, sections of reports and studies, etc.; Provide feedback/comments on consultants' deliverables; Assist in ensuring an effective and efficient execution of projects and programmes, performing consulting assignments and developing the action plan the client will use to manage the change, for enabling legislation to keep pace with the demands of rapid urbanization.
  - iii. Knowledge Management, Evaluation, Coordination: Assist in providing substantive backstopping to field offices, expert group meetings, consultative and other meetings and conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.; Support outreach activities and the planning of training workshops, seminars, etc.; Assist in developing strategic partnerships with universities and research centres.
  - iv. Perform other duties as required.

## **TRAVEL**

The JPO will undertake official missions related to her/his work programme in different partner cities of the project for research purposes and to support technical support missions. It is expected that project funds will be made available to support these missions.

The Policy, Legislation and Governance Section will also endeavour to identify opportunities to attend relevant international conferences where possible.

## **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.

Within the Policy, Legislation and Governance Section (PLGS), the JPO will be given on the job training in policy formulation and legislative process methodologies as well as in impact analysis and legislative scrutiny. On the job training will include exposure to working in partnership with leading tertiary education and research institutions as well as private legal practitioners and consultants in all parts of the world. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international

institutions and national and local governments. It is expected that the JPO attends at least one international conference 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 law.

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

### **Education**

Advanced university degree (Master's degree or equivalent) in law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of two years of progressive experience in conducting legal research and analysis. Knowledge of urban law issues would be an advantage. Experience in organizing workshops/missions and developing relations with governments and international partners is desirable. Experience in international organizations is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. Knowledge of another official United Nations language would be 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; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Planning and 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.
- **Client Orientation:** Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.
- **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 the 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.

## **SUPERVISION**

The JPO will report to the Policy, Legislation and Governance Section (PLGS) Chief, or his/her designate. The JPO will work as a member of the PLGS in collaboration with staff of the rest of the Agency. The JPO will be guided to prepare a United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of the PLGS's work plan. The JPO will have access to adequate office space and electronic equipment.