

**POLICY, LEGISLATION AND GOVERNANCE SECTION, GLOBAL SOLUTIONS
DIVISION**

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (JPO)

Section: Policy, Legislation and Governance Section

Location: UN-Habitat Headquarters, Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

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 development of human settlements with the goal of providing safer and inclusive human settlements in an urbanizing world.

Building on the need for a coordinated approach, urban policy can provide a framework to manage urbanization in a sustainable and equitable manner. This, in turn, implies the need for a coordinated approach and clear policy directions. A National Urban Policy (NUP) is often led by a national government with the support of other tiers of governments to provide a tool to leverage, but also mitigate the risks of urbanization. By engaging both top down and bottom up policy processes, a NUP can create an enabling, collaborative and cooperative institutional environment, assist with the mobilisation of stakeholders, assess and build capacity (institutional, financial, human, etc.), and define an urban vision and plan for a country with jointly defined and transparent responsibilities. UN-Habitat's strategic plans 2020-2023 recognised the critical role of NUP as a driver for meaningful change. Urban Policy has been highlighted as an instrument for the implementation and monitoring of regional and global agendas such as the New Urban Agenda and most recently as an indicator for measuring progress in implementing Sustainable Development Goals.

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.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

The incumbent will support Policy, Legislation and Governance Section (PLGS), which coordinates UN-Habitat's substantive, normative and operational work on various dimensions of policy, legislations and governance, fostering high impact initiatives, programmes and projects to deliver timely, fit-for-purpose and targeted solutions in these areas.

In particular, the incumbent will perform the following duties:

1. Supports the development of NUPs or sub national urban policies in selected countries through a process including feasibility analysis, diagnosis, formulation, implementation and monitoring and evaluation;
2. Develops tools, guides, normative products, related to urban policies in coordination with other UN-Habitat thematic sections and offices;
3. Collects, analyses and presents information gathered from diverse source to enhance knowledge base on NUPs and to prepare capacity development programme on NUPs;
4. Supports the implementation of National Urban Policy Programme (NUPP) by organizing EGM, workshops, seminars, etc. and by preparing demonstration projects in selected areas;
5. Undertakes any other duties within the incumbent's area of competence, which may reasonably be required.

TRAVEL

The JPO will undertake official missions related to her/his work programme in different partner cities for, e.g. research, guides and tools application, and technical support missions. It is expected that project funds will be made available to support these missions. The PLGS will also endeavor 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 PLGS, the JPO will have the opportunities of on-the-job training on subject such as project development (e.g. UMOJA), reporting, budgeting, management information systems, advanced software packages, web-page design, desktop publishing techniques, database management and geographical information systems. 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, workshop, seminar per year on a relevant topic and s/he will be exposed to international and local best practices in her/his field of work, thus expanding her/his understanding of development issues related to urban policies

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education

Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including urban or regional planning, urban/public policy, policy analysis, economy, political science with a focus on urban affairs. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

Working experience

At least two (2) years of progressively responsible professional experience in urban or urban development policy, policy analysis and assessment related work, and urban/regional planning.

Experience in operational activities and research and/or policy development work related to urban management issues in developing countries will be a strong advantage.

Experience in international work and knowledge of UN-Habitat activities and its partner programmes would be an asset.

The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment.

Languages

English and French are the working languages of the United Nations Secretariat. English fluency is required to this post. Knowledge of one or more additional United Nations languages is desirable.

Competencies

- **Professionalism:** Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and 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 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.
- **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.

SUPERVISION

The JPO will report to the Chief of PLGS, or her/his 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 work plan. The JPO will have access to adequate office space and electronic equipment.