



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
3rd Floor, HSMI/HUDCO House, Lodhi Road, New Delhi – 110 003, India
unhabitat.india@un.org | www.unhabitat.org.in

FOR A BETTER URBAN FUTURE

Vacancy Announcement
TERMS OF REFERENCE

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ORGANIZATION	United Nations Human Settlements Programme (UN-Habitat) UN Core Values: Integrity, Professionalism, Respect for Diversity
FUNCTIONAL TITLE	Project Officer (Urban)
DUTY STATION	New Delhi
START DATE DURATION	October 2023 12 months with the possibility of extension based on performance. The first contract will be issued until 31 December 2023
TYPE OF CONTRACT	UNOPS Local Individual Contractor's Agreement (LICA-9)

Background:

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Ecuador, Quito, 2016.

UN-Habitat, India country office is promoting knowledge, policy advice, technical assistance and collaborative action for transformative and tangible outcomes in India's diverse system of cities and human settlements. GoI-UNSDCF 2023-2027, UN Habitat Strategic Plan 2019-2023 and UN Habitat India Country Strategy 2023-2027 are the guiding instruments in conceptualizing and implementing country level programmes and partnerships.

UN-Habitat India's current portfolio is oriented on the following domains of change: (i) Reduced spatial inequality and poverty in communities across the urban - rural continuum; (ii) Enhanced shared prosperity of cities and regions; and (iii) Strengthened climate action and improved urban environment. The programme portfolio encompasses climate-resilient sustainable planning and financing, zero-waste MSW management and circular economy of waste, gender and youth mainstreaming in project programming, and SDG localization among others.

Duties and responsibilities:

Under the overall guidance of the Country Programme Manager, UN-Habitat India, the incumbent will work under the direct supervision of the Deputy Country Programme Manager, UN-Habitat India and will be responsible to undertake the following activities:

Representation of the Organization

- Plays a lead role in identifying significant issues and develops well-reasoned, innovative approaches to deal with these issues.
- Assist in preparing the documents for the different steps of project progress, monitoring, and evaluations, in addition to the project visibility tools and presentations.
- Collects and analyzes data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.
- Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies,
- Generates survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions.
- Organizes and prepares written outputs, e.g draft background papers, analysis, sections of reports and studies, inputs to publications.
- Provides substantive backstopping to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations.
- Leads and/or participates in large, complex field missions, including provision of guidance to project teams, external consultants, government officials and other parties and drafting mission summaries.
- Serves as a focal point for coordination, activities such as workshops, events, and official meetings including the preparation of the agenda, identifying participants, and other required documents.
- Performs substantive assignments, in collaboration with the national constituencies and development partners by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan they will use to manage the change.
- Demonstrates timely delivery of outputs in accordance with overall objectives and policies.
- Performs other related duties as required.

Qualifications:

Education: An advanced university degree (**Master's degree or equivalent**) in architecture, civil engineering, urban and regional planning, economics or physical sciences relevant to development and management of human settlements is required. A first level university degree in combination with qualifying two years of additional experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of **3 years of progressive experience** in human settlements projects and programmes at national level and similar experience at the international level would be preferred. Proven experience in human settlements development fields, projects/ programme design and implementation with the UN or other international agencies is desirable.

Competencies:

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Strong analytical, conceptualization, reporting skills required. Should have advanced writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders. The ability to use the latest software such as ArcGIS, Excel, Stata, SPSS and similar others for analysis will be an added advantage.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Capacity of undertaking initiative to ensure smooth relations and open communication within the team and with partners.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills in English and demonstrated ability to explain concepts and approaches in the field of expertise, as well as UN policies and procedures.

Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

Global Mandates and Frameworks Knowledge: Knowledge of Sustainable Development Goals, Paris Climate Agreement of 2015, New Urban Agenda, 2030 Agenda and other pertinent global mandates, their status and application.

Language: English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

Reporting Arrangements: The Project Officer (Urban) shall report to the Country Programme Manager and Deputy Country Programme Manager, UN-Habitat India.

How to Apply:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat ROAP website https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

The application should comprise of:

- UN Personal History Form (P11) – *without detailed P11 form, application would be rejected.*
- Recent Curriculum Vitae (CV)

Please indicate the Post Title: **“Project Officer (Urban)”** in your email subject and send it to: unhabitat.india@un.org

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications meet the above criteria will be contacted for an interview. Overall remuneration will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for application: Tuesday, 17 October 2023 before 05.30 pm (IST)

Due to a large number of applications being expected, only short-listed candidates will be contacted. 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).