



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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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	Junior Project Officer (Urban) - 2 positions
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-8)

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

- Undertake quantitative and qualitative assessments including illustration works for rapid profiles, thematic profiles, data analyses, and other relevant items.
- Structure and develop tailored urban planning strategies, guidelines and controls as per project requirements.
- Develop thought processes, criteria and methodologies for various types and scales of planning projects.
- Provide specific technical expertise in spatial planning, environmental and regional planning, developing governance and implementation strategies and make recommendations to government counterparts where relevant.
- Support in developing participatory neighborhoods/ municipal/cities maps, and moderating dialogue sessions, field visits, and similar when required.
- Assist in preparing and conducting trainings/workshops for the local governments including the preparation of the required documents such as agendas, presentations, tools, and others.
- Assist in applying the urban participatory tools for diagnosing and analyzing the urban issues of city/municipality.
- Assisting project management in the coordination of project planning and preparation, monitors the status of the project proposal; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval.
- Assisting project management in the monitoring and evaluation of the project, tracking and analyzing data related to the project.
- 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.
- Assist in preparing the documents for the different steps of project progress, monitoring, and evaluations, in addition to the project visibility tools and presentations.
- 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 **2 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: 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.

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Knowledge and interest in urban planning and sustainable development debate and approaches and keeping abreast of professional field of expertise.

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 Junior 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: “**Junior 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 respond to 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).