

**GLOBAL REPORTS AND TRENDS UNIT, EXTERNAL RELATIONS, STRATEGY,
KNOWLEDGE AND INNOVATION DIVISION
TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER (JPO)**

Position: Junior Professional Officer
Section/Unit: Global Reports and Trends Unit
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 towns and cities with the goal of providing adequate shelter for all. The adoption of the New Urban Agenda (NUA) in 2016 following the Third United Nations Conference on Housing and Sustainable Urban Development was a major milestone in global urban policy. The NUA charts the course and provides an action-oriented roadmap to guide sustainable urban development globally over the next 20 years. The NUA and the Sustainable Development Goals, which include an urban goal — (SDG 11) to make cities and human settlements safe, inclusive, resilient, and sustainable firmly place urbanization at the forefront of international development policy. UN-Habitat in close collaboration with other relevant entities of the United Nations system will every four years, submit a report on the progress on the implementation of the NUA to the General Assembly.

The JPO position is in the Global Reports and Trends Unit within the Knowledge and Innovation Branch of the External Relations, Strategy, Knowledge and Innovation Division, United Nations Human Settlements Programme (UN-Habitat).

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Within delegated authority, the JPO will be responsible for the following duties:

- Analysis of urban development issues at the global, regional and national levels; undertakes research and analysis of urban trends, developments, and related policy issues, including sustainable urban development for social inclusion and ending poverty; sustainable and inclusive urban prosperity and opportunities for all; and environmentally sustainable and resilient urban development.
- Researches, analyzes and presents urban and human settlements information gathered from diverse sources.
- Contributes to the preparation of the World Cities Report, as well as Regional and National Reports of the State of Cities and Human Settlements.
- Contributes the Quadrennial Report on the implementation of the New Urban Agenda and other internationally agreed goals and targets relevant to sustainable urbanization and human settlements.
- Prepares and contributes to written reports, documents, writes reports or sections of reports, case studies, background papers relevant to sustainable urbanization and human settlements.

- Provides technical assistance to Member States on the preparation of national reports on internationally agreed goals and targets relevant to sustainable urbanization settlements.
- Reviews, revises, summarizes and edits country reports on internationally agreed goals and targets relevant to sustainable urbanization.
- Work with key partners, governments, local authorities, including global research networks on topics relating to sustainable urbanization.
- Assists in the planning, organizing and servicing of expert group meetings.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Performs other duties as required.

TRAVEL

The JPO will undertake official missions related to her/his work programme in relation to joint consultations with clients.

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 Global Reports and Trends Unit, the JPO will have the opportunity of on-the-job training

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education

Advanced university degree (Master's degree or equivalent) in Urban Planning, Urban Development, Urban Geography, Human Geography, Economics, Social Sciences, Development Studies, Urban Governance, Regional Planning, Architecture, or any other related field.

Work Experience

A minimum of two years of progressive experience urban development, research and policy analysis at the local, national and international levels. Experience of networking; experience of conducting policy reviews and preparation of policy recommendations for decision makers; demonstrable analytical, drafting, reporting and presentation experience; experience of analyzing, summarizing and presenting data on urban issues using relevant computer software; and experience in the coordination of multiple contributors to major reports

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English is required. Knowledge of another UN official language would be an advantage.

Competencies

Professionalism: Demonstrable understanding theories and concepts related to urbanization including social and economic development, urban economics, spatial development, local economic development and planning, urban, and regional and territorial planning. Strong research and writing skills. Ability to carry out research on the social, economic, political, spatial and planning dimensions of cities and human settlements at local, national and international levels. Ability to evaluate and integrate information from a variety of sources using standard methodologies and analytical techniques and draw conclusions and assess impacts at different levels. Experience in preparing large reports. Ability to review, edit and summarize the work of others. Strong analytical capacity and the ability to identify, analyze and articulate difficult issues/problems. 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.

SUPERVISION

This post is located in the Global Reports and Trends Unit, the Knowledge and Innovation Branch, the External Relations, Strategy, Knowledge and Innovation Division, UN Habitat at the Nairobi Duty Station under the direct supervision of the Chief of the Unit.