

**UN-HABITAT OFFICE IN GENEVA, OFFICE OF THE EXECUTIVE DIRECTOR,  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer

**Section:** UN-Habitat Office in Geneva

**Location:** Geneva, Switzerland

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations system's designated entity for addressing and promoting socially and environmentally sustainable human settlements, development, and the achievement of adequate shelter for all ([www.unhabitat.org](http://www.unhabitat.org)). As part of the current re-organisation of UN-Habitat, a strengthened representation in Geneva Switzerland has been agreed, to provide support to the development of the Geneva Office portfolio.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

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

- Under the guidance of the Head of Geneva Office, undertakes special projects in the areas of the Secretary-General's reform on behalf of the Office of Executive Director, and supports coordination of work on projects and initiatives involving the a renewed function and form of Geneva office, both from the normative and project-based initiatives.
- Provides substantive and analytical input in the preparation of position papers and reports on topic relevant to the Geneva office representation relating to internal UN-Habitat strategies and policies related to the reform of the development and management pillars of the Secretary-General's reform;
- Supports the Head of Geneva office on a diverse range of complex and/or novel substantive, programmatic and procedural matters.;
- Prepares a wide range of written outputs for the Chief Geneva Office, including policy statements, talking points, briefing notes, background papers, issue analysis, substantial sections of reports and studies, and inputs to various publications;
- Supports the Head of the Geneva Office on various standing boards, committees, ad hoc working groups and task forces, as required;
- Supports the preparations for internal and external meetings of the Head of Geneva Office, coordinating and reviewing inputs;
- Supports the Chief of Geneva Office's media and social media presence and other outreach activities, including press briefings;
- Supports the development of inter-agency agreements and MOUs for UN-Habitat with Geneva-based agencies, and in particular with UNECE, Geneva Cities Hub, WHO, UNHCR, etc.
- May perform other duties as required.

**Work implies frequent interaction with the following:**

- Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programmes, interagency bodies and other UN specialized agencies.
- Representatives and officials in national governments, international organizations, civil society, and consultants.

**Results Expected:**

- Provides support on a wide range of issues, including enhancing UN-system coordination of urban matter and promoting partnerships with other agencies. Ensures smooth information flow and delivers thorough, well-reasoned contributions and supports the Head of Geneva Office from the substantive and organizational perspective.

**TRAVEL**

The JPO may undertake official missions related to her/his work programme in different cities for, e.g., guidelines and tool application and training purposes. In most cases, funds can be made available through project sources.

**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. The JPO will have the opportunities for on-the-job training in the management and administration of a United Nations programme. The JPO should attend 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 his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

**QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

**Education**

Advanced university degree in international relations, international economics, law, public administration, engineering, social and/or life science, journalism, communications or other related area is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience**

For applicants with an advanced university degree (Master's degree or equivalent), a minimum of two years of progressively responsible experience in any of the above areas. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in the areas cited above.

### **Languages**

English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

### **Competencies**

**Professionalism:** Ability to analyse a diverse range of complex and unusual issues and problems and in developing innovative and creative solutions. Strong analytical skills and ability to conduct comprehensive research on a wide array of issues, including those of a unique and/or complex nature; proficiency in writing and the ability to prepare reports, opinion papers, and a variety of other instruments and related documents. Discretion and sound judgment in applying expertise to often sensitive and/or confidential issues. Strong negotiating skills and ability to reach agreement amongst divergent views. Ability to work to tight deadlines and handle multiple concurrent projects/cases. Knowledge of international relations and of UN system, organization and interrelationships. 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.

**Planning & 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.

**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 do not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **SUPERVISION**

This position is in the Geneva Office of UN-Habitat in Geneva, Switzerland. The JPO reports directly to the Head of the Geneva Office, who ultimately reports to Office of the Executive Director.