

**REGIONAL OFFICE FOR ASIA AND THE PACIFIC**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Programme  
**Section:** Regional Office for Asia and the Pacific/ UN-Habitat Nepal  
**Location:** Kathmandu, Nepal (subject to COVID-19 travel rules)

**BACKGROUND AND JUSTIFICATION**

Nepal is one of the poorest and for sure vulnerable countries in the world. In 2016, it is ranked 144<sup>th</sup> in the Human Development Index of UNDP, much lower than Sri Lanka and the Maldives and lower than India, Bangladesh, Bhutan. The HDI of Nepal is currently about on par with Pakistan's. Inequality issues are one of the key reasons that Nepal scores a much lower HDI compared to most countries in the region.

Nepal has confronted many challenges in the past 20 years. A civil war ended in 2006, after which UN-Habitat provided assistance on peace building in relation to land governance and improving tenure security for women. Most of the two decades that followed saw a protracted process of political and social reconciliation, constitutional reform, and in the wake of it, profound governance reform, including a far-going decentralisation process. Recent elections saw, for the first time in 20 years, again locally elected officials. Meanwhile, disasters have been frequent, not the least the devastating April 2015 earthquake in central Nepal. Being landlocked, it is also one of the eight remaining LDCs in Asia and the Pacific and one the three remaining low-income countries in this region, as per World Bank classification – together with Afghanistan and DPRK.

In this context, the United Nations Development Assistance Framework (UNDAF) for 2018-2022 commits to assistance in a wide area of inter-connected issues : (1) inclusive economic growth; (2) social development; (3) resilience, disaster risk reduction and climate change; and (4) governance, rule of law, and Human Rights. UN-Habitat is contributing with projects to all pillars of the UNDAF.

Already for many years, UN-Habitat has assisted Nepal, especially its Ministry of Water Supply and Sanitation in WASH sector programmes under the Global Sanitation Fund, covering a large number of urban and rural areas of the country, with a strong emphasis is relation to open defaecation. This programme continues. UN-Habitat's continues also to contribution on land governance, through the Global Land Tool Network, with a special focus on improving tenure security in communities where reconstruction is ongoing. The JPO sought under this TOR will have a significant task in coordinating the strengthening of capacity building on basic service delivery and/or land governance in Nepal.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT**

Under the direct supervision of the Habitat Programme Manager, the Junior Programme Officer will be required to perform the following duties and responsibilities:

- Familiarise with the mandate of UN-Habitat and UN rules and regulations;
- Study ongoing initiatives in Nepal; prepare related project proposals for UN-Habitat's greater involvement; explore funding sources and implementation mechanism, and represent UN-Habitat in the relevant fora;

- Participate in activities related to the Sustainable Development Goals (SDGs) and the New Urban Agenda in Nepal, focusing on UN-Habitat mandate areas.
- Support HPM in his/her regular reporting and other management activities as per need.

## **TRAVEL**

Travel to in-country meetings, field visits and workshops. Limited participation in national and international meetings/symposia as required.

## **TRAINING AND LEARNING ELEMENTS**

Training related to the improvement of the performance, provided by the Human Resources Management Service of the United Nations Office at Nairobi. The courses include language courses in all United Nations languages, computer training, management courses, etc.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

### **Education**

The incumbent will have an advanced university degree in urban or regional planning, environmental management, engineering, social sciences or related fields, with an emphasis on sustainable urban development and human settlements.

### **Work Experience**

Minimum 2 years working experience in human settlements issues and/or disaster management in international cooperation and/or developing countries in particular.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

### **Competencies**

**Professionalism:** 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.

**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**

Habitat Programme Manager will be first reporting officer for the JPO. Project specific supervision will be provided by Project Managers. Overall guidance on working in UN-Habitat and on regional issues on sustainable urban development in Asia-Pacific will be provided by the Human Settlements Officer at the Regional Office for Asia and the Pacific responsible of supporting the Nepal Country Office.