

REGIONAL OFFICE FOR ASIA AND THE PACIFIC

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Programme Officer
Section: Regional Office for Asia and the Pacific/ UN-Habitat Tehran
Location: Tehran, I.R. Iran (subject to COVID-19 travel rules)

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-Habitat) is the agency for human settlements mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

The UN-Habitat Regional Office for Asia and the Pacific (ROAP) was established in August 1997 in Fukuoka. The Office serves countries in the Asia and Pacific region to implement the Habitat Agenda. Part of ROAP's strategic role is to foster international understanding and cooperation and to foster regional, national, city, and local capacity and cooperation to enable sustainable local solutions and constructive partnerships within and between various stakeholder networks. To support this partnership-based approach, ROAP continues to promote appropriate policy and legal frameworks to enable these innovative solutions to be mainstreamed. ROAP addresses the increasing importance of systematic knowledge management, timely information flows, coherent awareness campaigns, and efficient sourcing of funding and know-how for locally defined development actions. Technical cooperation projects coordinated by the UN-Habitat ROAP are geographically spread in the Asia and Pacific region, and span the entire spectrum of urbanisation and shelter development issues. For most parts, UN-Habitat ROAP implements country projects through its country offices.

UN-Habitat's Tehran Office was established in 2009 to strengthen cooperation between the Islamic Republic of Iran and UN-Habitat, to contribute towards capacity building in the themes of sustainable urban development through policy development, institutional implementation and improvement of required skills and to promote UN-Habitat mandated activities in Iran, particularly in the field of earthquake resistance construction, and urban resilience in addition to implementation of UN-Habitat strategic plan 2020-2023.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

Under the direct supervision of the Chief, Tehran Office, the Junior Programme Officer will be required to perform the following duties and responsibilities:

- Familiarise with him/herself with the mandate of UN-Habitat and UN rules and regulations
- Study ongoing programmes and initiatives; prepare related project proposals; explore funding sources and implementation mechanisms, and represent as appropriate vis-à-vis development partners.
- Support the implementation of projects and programmes supported by Govt. of I.R. Iran, ONE-UN and other partners and act as focal point for Embassy of Japan and for exploring South - South collaboration on innovation and technology transfer to Iran.
- Participate in activities related to ONE-UN joint programming and localisation of Agenda 2030 at the country level, leveraging on UN-Habitat four domain of change areas.
- Support the Chief, Tehran office 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 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 of 2 years work experience in human settlements issues and/or disaster management in international cooperation and/or developing countries in particular.

Language

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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

SUPERVISION

The Chief, Tehran Office will be the first reporting officer for the JPO. Overall guidance on working in UN-Habitat and on regional issues on sustainable urban development in Asia-Pacific will be provided by the Senior Human Settlements Officer at the Regional Office for Asia and the Pacific responsible.