

**DATA AND ANALYTICS UNIT, EXTERNAL RELATIONS, STRATEGY,  
KNOWLEDGE AND INNOVATION DIVISION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (Geospatial Analyst)  
**Section/Unit:** Data and Analytics 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 Sustainable Development Goals (SDGs) in 2015 and 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 produce annual SDGs progress reports on the urban dimensions of the SDGs as well as leading every four years, the production and submission of Quadrennial report on the progress on the implementation of the NUA to the General Assembly. The JPO Statistician position is in the Data and Analytics Unit within the Knowledge and Innovation Branch, United Nations Human Settlements Programme (UN-Habitat).

The Data and Analytics Unit's main work programme and plan covers regular collection of data from member countries and cities, developing urban monitoring methodologies, support to City Prosperity Index development and implementation, and monitoring of the New Urban Agenda and the Sustainable Development Goals especially Goal 11: "Make cities and human settlements inclusive, safe, resilient and sustainable".

Other major activities of the unit include;

- Coordinates the use of urban indicators in the agency's flagship reports.
- Produce and manage updates of the Global Urban Indicators Database as part of monitoring and reporting progress towards the NUA and SDGs.
- Ensure that reliable and up-to-date urban information is available for reports, messages and speeches of the Executive Director and other representatives of the Agency.
- Work with branches and regional office teams to manage and coordinate urban data production and dissemination
- Manage the urban observatories programme and regularly update the urban indicators at city and country levels.

- Act as the focal point lead on monitoring and reporting of SDG 11 and other urban related indicators All require methodological developments and reporting progress for the next 13 years.
- Manages and coordinates the adoption of Geographic Information Systems into the agency-wide data structures.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

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

1. Support the organization and delivery of meetings, seminars and training courses on urban related Geospatial data.
2. Support the geospatial methodological development and update of Sustainable Development Goals indicators (SDGs), New Urban Agenda, and other global agendas.
3. Contribute to the preparation of guidelines, manuals and training materials related to statistical methods used in UN-Habitat statistical and geospatial processes.
4. Provide other units in the Regional Office and Headquarters with relevant GIS related inputs for region-wide planning and programming exercises and other report requirements.
5. Identifies missing GIS dependent data and metadata in Global Urban Indicators Database and follows up on statistical questionnaires to improve response rates and the quality of information.
6. Assist in improving the access of users to and the dissemination of UN-Habitat's global urban database, including preparation of statistical indicators for the regions for publication.
7. Contribute to promoting cooperation and coordination between branches, sections and countries and to the exchange of GIS related information and methodological experiences.
8. Support the unit leader on GIS programme management and field missions related to GIS activities.
9. Support the Unit leader with development of GIS support plan, and to identify the resources necessary (hardware, software, digital maps, satellite imagery, communications & information technology, etc.) to meet the functional requirements of the unit for SDGs related matters.
10. Compiles GIS products from various sources of data (vector, raster, aerial photographs, satellite imagery, etc.) and provides GIS services required to support the global monitoring and reporting on the SDGs and NUA.
11. 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 Data and Analytics Unit, the JPO will have the opportunity of on-the-job training

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

### **Education**

Advanced University Degree (Master of Engineering/Master of Science in Statistics or GIS) in any field related to GIS or equivalent  
Specific knowledge and experience in GIS systems (application tools, software, hardware, geospatial data, etc.) is required.

### **Work Experience**

A minimum of two years of relevant experience in the compilation, processing, validation and analysis of statistics, preferably in national statistics offices or international organizations

### **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:** 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.

**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.

**Planning & Organization:** 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.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**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 the 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 Data and Analytics 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.