



## TERMS OF REFERENCE

### JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO) Chiffre Nr. 2026-2-42

|                        |                                                |
|------------------------|------------------------------------------------|
| <b>JOB TITLE</b>       | JPO- Junior Professional Officer               |
| <b>UN ORGANIZATION</b> | UN-HABITAT                                     |
| <b>UNIT</b>            | Land, Housing and Informal Settlements Section |
| <b>LOCATION</b>        | Nairobi, Kenya                                 |

**DURATION** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

## BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote social and environmentally sustainable towns and cities. UN-Habitat is the focal point for all urbanization and human settlement matters within the UN system.

UN-Habitat works with partners to build inclusive, safe, resilient and sustainable cities and communities. UN-Habitat promotes urbanization as a positive transformative force for people and communities, reducing inequality, discrimination and poverty.

## DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

Under the supervision of the Chief, Land, Housing and Informal Settlements Section, the incumbent is responsible for developing and implementing UN-Habitat's activities related to housing and land tenure security, with a focus on the delivery of adequate and affordable housing to low-income, vulnerable and marginalized groups. In collaboration with other UN-Habitat departments and in accordance with the UN-Habitat Strategic Plan and other relevant international frameworks the incumbent will:

### Policy

Support the design and coordination of normative work, including research and monitoring of housing and land tenure policies. This includes:

- Monitoring global policy development and innovative approaches for housing and tenure security, especially in informal settlements.
- Reviewing global trends and research on housing and land tenure security.
- Developing, updating and reviewing policy guidelines, standards, toolkits, and strategy papers.
- Developing, maintaining and updating databases, websites, tools, and promotional materials.
- Contributing to global campaigns and initiatives.
- Supporting the Intergovernmental Open-Ended Expert Working Group on Adequate Housing for All.

### **Reporting, Advocacy, and Advisory**

Provide support to governments and partners on housing and land tenure issues. This includes:

- Assist in organizing expert meetings, consultations, and workshops.
- Preparing and reviewing policy briefs and documents.
- Supporting initiatives of regional and country offices and partners to improve housing and access to land tenure security.

### **Project development and implementation and resource mobilization**

Develop concept notes, project documents, funding proposals on housing and land tenure security and support the implementation of project activities, including monitoring fund utilization.

### **Knowledge Management and Coordination**

Lead research, awareness, and coordination activities, including:

- Producing thematic publications and knowledge products.
- Facilitating stakeholder networks and knowledge exchange initiative.
- Organizing campaigns, training, and capacity-building initiatives.
- Supporting global monitoring and evaluation of housing and land rights.
- Provide advisory services.
- Coordinating expert meetings and global, regional or national consultations on housing, informal settlements and land tenure security.

### **Other Duties**

Performs additional related tasks as required.

## **TRAVEL**

The JPO will undertake official missions related to her/his work program in different partner cities of the project for research purposes and to support technical support missions. It is expected that project funds will be made available to support these missions and identify opportunities to attend relevant international conferences where possible.

## 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. As the Land, Housing and Shelter Section follows a systematic process designed to develop and implement housing policies and programs as part of its methodology, the training components will be based on those methodological tools. In particular, the JPO/Associate Expert will undertake some field missions to the cities where the projects are ongoing to become familiar with the evidence to action methodology. In general, the JPO will have the opportunity to gain experience in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO will attend at least one international conference per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work.

## QUALIFICATION, EXPERIENCES AND COMPETENCIES

### Education and Certification

**Master's degree** in architecture, engineering, geography, social sciences, urban/regional planning, land administration with focus on issues related to housing, land tenure security and/or slum upgrading in developing countries is required. Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

**Experience** in housing and land tenure security issues at the national or international level and of policies and practices related to slum upgrading and low-income housing policies and programmes. Experience in the field of housing, land administration and management, urban development, including slums and informal settlements. Experience with the United Nations or an international organization is an advantage. Experience in developing and/or implementing international sustainable development programmes involving the donor community, clients and civil society groups is an advantage. Experience in data analytics or related areas is desirable.

### Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language, especially Spanish, is desirable.

### 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; tailor 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 are not entirely reflective of own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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 JPO will report to Chief of the Land, Housing and Informal Settlements Section, or his/her designate. She/he will work in close collaboration with colleagues in the Land, Housing and Shelter Section and in other departments of the Agency. The JPO will be guided to prepare a United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of the Land, Housing and Shelter Section's work plan. The JPO will have access to adequate office space and electronic equipment.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an dasBüro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2026-2-42 auf dem Bewerbungsbogen**