

## VACANCY ANNOUNCEMENT

*Issued on: 27 June 2017*

***Re-advised on: 9 November 2017***

<b>ORGANIZATION:</b>	UN-Habitat
<b>DUTY STATION:</b>	Kabul, AFGHANISTAN; travel to other provinces may be required for programme familiarisation
<b>FUNCTIONAL TITLE:</b>	International Programme Manager, Clean and Green Cities Programme
<b>GRADE:</b>	IICA 2 (P- 4 Equivalent)
<b>POST DURATION &amp;  START DATE: (Re-advertisement)</b>	12 months upon initial appointment (to be extended based on performance evaluation). Contract will be issued every year and the 1 <sup>st</sup> one will be up to 31 Dec 2017. <del>1 August 2017</del> <b>As soon as possible</b>
<b>CLOSING DATE: (Re-advertisement)</b>	<del>15 July 2017</del> <b>22 November 2017</b>

### Background and Purpose of the Post

The United Nations Human Settlements Programme, UN-Habitat, will support the Government of Afghanistan to implement Clean and Green Cities Programme over the duration of two years (October 2016 to September 2018).

Afghanistan is at a critical juncture. The 'triple transition' of political, security and economic transitions from late 2014 and 2015 is being felt even more strongly in 2016. Citizens are frustrated and losing hope. Unemployment has reached unprecedented levels. Every day hundreds of Afghans are migrating outside the country. Urban food insecurity is rising. Urban households are struggling to make ends meet, which is mostly affecting women and girls.

The challenges of urban poverty, unemployment, and socio-economic marginalization are getting worse due to the international drawdown and economic slowdown. Urban poor households, IDPs, and female-headed households are, and will continue to be most affected from these macro-economic changes. Yet global experience has shown that urbanization is a source of development, not simply a 'problem to be solved'. The inevitable and positive urban transition presents both opportunities and challenges given the current form and structure of the major cities.

In response, in late 2015 the National Unity Government (NUG) unveiled a 'Jobs for Peace' initiative. This ambitious initiative identified several opportunities to improve the economic stability, harness excess unemployed labor, and strengthen government capacity and legitimacy. The initiative identified major Afghan cities as key hubs in need of stabilization and job creation, which could ensure the poorest and most vulnerable could benefit from economic stimulus to maintain social gains made over the past decade.

'Clean and Green Cities' (CGC) will invest in labor intensive urban clean-up, repair, beautification, and basic solid-waste management activities. The expected impacts are: (i) improve well-being of citizens and urban environmental quality, (ii) increased trust between citizens and municipalities and strengthened government legitimacy, and (iii) augmented economic and labor stimulus to the poorest households which will have multiplier effects on the urban economy, and (iv) Increased private sector confidence and investment for job creation.

**Locations:** The program will be implemented in twelve strategic Afghan cities. Kabul, the capital is the largest and most strategic in terms of stabilizing the NUG and creating urgent jobs. The four ‘Regional Hub’ cities (Herat, Kandahar, Jalalabad and Mazar) play an equally important role in urban Afghanistan as essential hubs of stability in their respective regions (West, South, East and North). Seven other fast growing and strategic cities are included: Charikar, Farah, Bamyan, Mehterlam, Gardez, Kundooz, and LashkarGah.

**Program Objective:** The Overall Objective of the program is: "Stabilization of target cities and the Afghan government to bridge the critical juncture in 2016/17" giving sufficient stabilization until the large-scale Urban Solidarity Program (Citizens Charter in Cities) starts.

The Specific Objective (SO) is “Improved state-society relations, urban stabilization and job creation”, where urban citizens see municipalities delivering basic neighbourhood services, thus leading to increased hope and government legitimacy.

The program has three components with associated activities, differentiated by their implementation location and approach:

Component 1: Urban upgrading and environmental improvement of high-profile public spaces in five major cities.

Component 2: Labor-intensive neighborhood renewal in seven secondary cities

Component 3: Labor-intensive clean up, repair and maintenance in five major cities

Clean and Green Cities Programme requires an International Programme Manager to work with the National Programme Managers and provide technical, advisory and programme management support.

### **Responsibilities:**

Under the overall supervision of Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP), and direct supervision of the Country Programme Manager, International Programme Manager will be responsible for:

#### **1) Strategic programme management**

- Support the technical and strategic management of project design, work planning, budgeting, procurement, and impact monitoring of project activities in the field;
- Lead in identifying and securing international technical expertise (consultants) as and when required during the programme, to support specific tasks and outputs;
- Coordinate results-based monitoring, evaluations and outcome-based reporting, including ensuring proper baselines, mid-term monitoring, and final evaluations;
- Undertake in-country missions to field sites to monitor programme implementation and strengthen partnerships with local authorities and partners;
- Coordinate and monitor project progress by defining performance criteria, ensuring periodic reporting from the field through assessment of results achieved and external reviews; ensure proper documentation of positive and negative programme experiences and provide them as an input to policy dialogues; and
- Ensure the systematic mainstreaming of cross cutting issues of gender, youth, climate change and human rights in programme activities.

## **2) Programme implementation support**

- Lead the effective and efficient execution of programme activities by working in close collaboration with the relevant institutions and project teams, at the national and local levels;
- Ensure coordination of different programme components during the implementation of the sub-projects and related activities;
- Support the National Programme Managers in the development of annual implementation programme work plans and coordinate the timely completion of contracted targets;
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- Lead in building and maintaining strong relationships and coordination with donors, partners (UN, government, I/NGO) at city, national, regional and global levels;
- Ensure timely and relevant informal and formal donor reporting, briefings, meetings and field visits.

## **3) Lead UN-Habitat's support to GoIRA and partners**

- Support the co-ordination and consultation with concerned Ministries, Departments, and Local Authorities on national and provincial level to ensure programme alignment with government needs and priorities;
- Coordinate provincial capacity development activities on programme components and technical guidelines;
- Contribute to the consolidation and development of new ideas, concepts, innovations and new programmes and approaches.

## **4) Contribute to UN-Habitat's support to the GoIRA**

- Promote cross-fertilisation across all UN-Habitat programming, including supporting thematic linkages, enhancing delivery cost-efficiencies, and streamlining programme technical assistance and capacity development to government partners to maximise its effectiveness/impact and reduce duplication;
- Support the implementation of the Habitat Country Programme Document (HCPD) 2015-2019, in particular through (i) strengthening UN-Habitat as a knowledge partner for the GoIRA; and (ii) fostering a shift away from direct implementation to technical assistance and capacity development of government;
- Support the GoIRA with resource mobilization by identifying new programmatic opportunities, developing concept notes and project documents, and building partnerships with donors and partners;
- Supporting the strategic planning and management of UN-Habitat Afghanistan through the Senior Staff Team to promote alignment and maximize support for the GoIRA; and
- Capacity development of national staff.

## **5) Perform other duties and responsibilities which are within the expertise and experience as may be required by ROAP or the Country Programme Manager/Country Representative in support of the activities of the agency and programme.**

### **Competencies:**

- **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.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to

take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- **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.
- **I Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gains. Resists undue political pressure in decision making. Does not abuse power or authority. Stands by decisions that are in the organization's interest, even if they are unpopular. Takes prompt action in case of unprofessional or unethical behaviour.
- **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.

#### **Education:**

Advanced university degree (Master's or equivalent) in civil engineering and construction management, public administration, urban planning/design, urban studies, or related discipline is required.

#### **Work Experience**

A minimum of seven years working experience is required in:

- managing complex urban development programming, including in fragile states
- providing policy and technical assistance to the government;
- community-based development;
- local governance programming focused on empowering women, youth and the urban vulnerable; and
- familiarity with the UN system.

#### **Knowledge and Skills**

Proficient in database management, Word, Excel, email, internet and preferably project management applications.

#### **Personal Qualities**

- A strong commitment to gender sensitive, social inclusive and pro-poor development work
- Ability to work with multi-disciplinary team
- Consultative and empowering working style and willingness to learn from others
- Willingness to travel as required

#### **Language and Communication Skills:**

English and French are the working languages of the UN secretariat. Fluency in written and spoken English is required. Knowledge of another UN language and/or Dari/ Pashto would be an advantage.

#### **International Travel (Home – Kabul):**

The cost of a return economy class air-ticket from the place of recruitment on least-cost, and visa fee will be reimbursed upon submission of travel claim together with the supporting documents including

copy of e-ticket, receipts and used boarding passes. Three quotations from reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

### **Local Transportation:**

Local transportation around Kabul and to provinces will be covered by UN-Habitat.

### **Travel Advice/Requirements:**

The International Programme Manager must abide by all UN security instructions. Upon arrival he/she must attend a security briefing provided by UN-Habitat Security section. He/she should undertake Basic and Advanced Security Training as prescribed by UNDSS. Regular missions will be undertaken for which UNDSS authorisation must be sought.

### **Reporting Arrangements:**

The International Programme Manager will work under the overall supervision of Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP), and Country Programme Manager, based in Kabul.

### **Remuneration**

Monthly fee payment

The application should comprise of the following:

- Cover memo (maximum 1 page)
- CV in PHP format. Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website: [www.fukuoka.unhabitat.org](http://www.fukuoka.unhabitat.org)
- Summary CV (maximum 2 pages), indicating the following information:
  1. Educational Background (incl. dates)
  2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
  3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
  4. Expertise and preferences regarding location of potential assignments
  5. Expectations regarding remuneration

### **All applications should be submitted to:**

UN-Habitat Regional Office for Asia and the Pacific  
ACROS Fukuoka, 8th Floor  
1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan  
[habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org)

Please indicate the Post Title: “**25. International PM – CGC\_Re-adv.**” in your e-mail subject. Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

*UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: [recruitment@unon.org](mailto:recruitment@unon.org)*

**Deadline for applications: 22 November 2017**

**People who have already submitted applications do NOT need re-submission.**