

**TERMS OF REFERENCE**

**Job Title:** Project Manager/ DRR Specialist  
**Job Level:** UNOPS LICA 8  
**Duration:** 4 work months, from 1 April to 31 July 2018  
**Duty Station:** Home-based in Islamabad, Pakistan  
**Payment:** Monthly payment

**Background:**

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. UN-Habitat's unique niche as an important United Nations agency in the humanitarian arena is through its focus on housing, land and settlement planning. UN-Habitat prioritizes resilience and good practices that reduce vulnerabilities and risks before and after disasters.

UN-Habitat provides a cross-cutting approach for reducing vulnerabilities and risks before and after the disasters. The organization's approach to disaster risk management/disaster risk reduction, reconstruction and recovery is based on its long-standing experience in working closely with the communities, provincial and local authorities to meet their needs for land, shelter, basic services, secure tenure and infrastructure while simultaneously addressing the longer-term development needs and suggesting advocating on policy interventions guidelines.

UH-Habitat Pakistan has vast experience in DRR/DRM. Under the One UN Programme 2009-2012 (OP-I), UN-Habitat led the component on Community Based Disaster Risk Management (CBDRM) that focused on empowering communities, vulnerable groups, grassroots organizations and local authorities in high risk areas and enhancing their resources and capacities to prepare, respond and recover.

Pakistan is beset with plethora of natural and human induced hazards. Most of the school buildings and educational institutions do not comply with the hazards due to lack of resistance designs, preparedness, response plans, and poor construction methods. The historical data of loss and damages caused by disasters substantiates that Khyber Pakhtunkhwa is one of the most highly affected province of Pakistan that has been impacted by every major disaster that hit the country in the last decades. Existing educational infrastructure in KP is facing wear and tear of the years' neglect which is further aggravated by conflicts and natural disasters. Of the approximately 7.1 million children between the ages 5-16 in KP, around 2.5 million children are out of school, owing to the grossly ill-equipped public schooling system to meet the needs of a growing population.

UN-Habitat is in agreement with ECHO to implement for the year 2017, ECHO has allocated 1 million for Disaster Preparedness/Disaster Risk Reduction (DP/DRR) and therefore UN-Habitat has picked the implementation of Pillar I - Safe Learning Facilities, focusing on infrastructural and non-infrastructural changes regarding retrofitting, repairing, and strengthening of existing school buildings to meet the international standards of disaster resilience under the larger DRR framework of ECHO.

**Duties & Responsibilities**

Under the overall supervision of the Regional Office in Fukuoka and direct supervision of Habitat Programme Manager (HPM) in Pakistan, the Project Manager/WASH&DRR Specialist will have the following duties and responsibilities:

- Develop, plan and coordinate all projects in the domain of infrastructure and basic services (including WASH) and social mobilization activities; integrating cross cutting themes, good practices and lesson learning activities in project design

- Responsible for implementation of the ECHO project activities and supervision of the ECHO project team.
- Liaise with ECHO for the current project and for future projects and with other donors as well.
- Analyze implementation work plans and make recommendations for improvements as necessary.
- Lead the process of development of priority schema for the Education department KP.
- Ensure that the guidelines are vetted and endorsed by all the relevant departments.
- Keep liaison with the HPM for various activities and support the office in the coordination and implementation of projects under the Urban Basic Services Portfolio
- Support the HPM in development of proposals and for resource mobilization
- Represent UN-Habitat at the relevant platforms and technical groups such as the SDG task force, SPA working groups and others.
- Perform any other task assigned by the supervisor.

### **Required Qualification & Experience**

- Post graduate degree in Humanities, social sciences or relevant field or equivalent with 5 years relevant experience
- Should be trained in ESF- DG ECHO.
- Experience in managing, monitoring and evaluating projects and training of local human resources.
- Report writing, time and resource management, interpersonal, business communication and advanced computing skills including MS-Office applications
- Knowledge of local area and community is essential
- Experience in development projects with particular focus on disaster risk mitigation and water & sanitation sector is preferable.
- Knowledge of UN rules and regulations is an advantage

### **Required Competencies**

- Ability to work under pressure and difficult conditions
- Demonstrates integrity by modeling the UN values and ethical standards
- Ability of work effectively and harmoniously with colleagues
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Shares knowledge and experience and contributes to UN-Habitat practice areas and actively works towards continuing personal learning and development
- Ability to lead strategic planning, results-based management and reporting
- Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes.
- Ability to work with minimal supervision
- Focuses on impact and result for the client and responds positively to critical feedback
- Builds strong relationship with clients and external actors

### **Required Languages**

- Proficiency in English is essential whereas Proficiency in Pashto is highly desired.

### **Remuneration**

- Payment will be made monthly and the rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

**Submission of Applications:**

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:  
[http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html)
- ♦ CV with a Passport Photograph
- ♦ A Statement of Interest and suitability (a cover letter) for the position

**All applications should be submitted to:**

UN-Habitat Regional Office for Asia and the Pacific:

**To:** [habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org)

Please indicate the Post Title: “**Project Manager/ DRR Specialist**” 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 regrets its inability to reply individually or attend to telephone queries on the advertised posts.

**Deadline for applications: 22 March 2018**