

VACANCY ANNOUNCEMENT

Issued on 3 September 2019

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Kabul, AFGHANISTAN; travel to other provinces may be required
FUNCTIONAL TITLE:	Urban Planning and Shelter Specialist
GRADE:	UNOPS I-ICA 2 Lump-sum Monthly fee payment
DURATION: STARTING DATE:	12 months, extendable subject to performance appraisal and funding availability. Contract will be issued in each year. 2019 and 2020 contracts will be issued, separately. Start by 1 October 2019.
SUPERVISOR	Chief of Technical Advisor (CTA)-Programme Manager SHURA and Country Programme Manager (CPM) in Afghanistan Office in ROAP
CLOSING DATE:	15 September 2019

BACKGROUND

The overarching intention of the Sustainable Human Settlements in Urban Areas to Support Reintegration in Afghanistan (SHURA) programme is to provide a platform for returnees and protracted IDPs to reintegrate and become productive citizens of Afghanistan as quickly as possible. Integrating the lessons of the past decade of responses to displacement in Afghanistan, the program is based on the rapid identification and allocation of appropriate land to returnees and IDPs in proximity to livelihood opportunities as the foundation for self-reliance. Following the identification of sites, the settlement will be directed based on a comprehensive assessment of sites' carrying capacity, economically, environmentally and socially. A rapid land allocation process based on collective, 'permission to stay' tenure arrangements will allow beneficiaries to occupy land with minimal delays and will form the basis for the subsequent allocation of land titles. Humanitarian assistance will be distributed in locations where returnees and IDPs have access to adequate opportunities to become self-reliant and long-term tenure security. Permanent development interventions to improve access to basic services and shelter will be delivered in parallel with humanitarian assistance, augmenting self-reliance, avoiding the creation of dependent 'camps' and bridging the humanitarian/development 'gap'. The SHURA programme thus seeks to provide a platform from which returnees and IDPs can be the driving force behind their own integration and development by becoming productive members of hosting areas.

UN-Habitat is seeking a highly qualified Urban Planner-Shelter expert to be considered as a technical advisor for the SHURA programme. Under the oversight of the Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP) and management of the Country Programme Manager and daily supervision and guidance of the CTA and National Programme Manager, will undertake the following tasks and activities:

RESPONSIBILITIES

1) Strategic Technical advisory and project management;

- Master planning of the state-lands inventoried, and cadaster surveyed by the land-bank project under ARAZI – “Afghanistan Reintegration Facilitation Program”
- The position holder will be expected to undertake and guide the land suitability analysis in coordination with government stakeholders in Afghanistan
- The reintegration assistance package includes, a people driven home owner housing development that is designed on an Incremental housing articulation. The position holder will therefore guide the development of this approach, engage the stakeholders as a technical cooperation to facilitate the process documentation
- The candidate is expected to incorporate policy aspects fit for the SHURA program, including: Housing, upgrading, IDP, Building codes, Municipal law, land Management etc.
- The position will also provide advisory linkages to the Afghanistan Urban National Priority Programs U-NPP: Pillar 2 for adequate housing and facilitate the coordination with the Shelter cluster on humanitarian housing planning.
- The technical advisor will also support the SHURA National Programme manager to ensure effective and efficient implementation of field activities in close collaboration with the CTA and in coordination with the government line ministries involved in the planning for housing and infrastructure development.
- Enable the coordination of different Programme components leading to the implementation – Including the urban planning, land surveys, mutations and site infrastructure works, that lead to delivery of the housing component.
- Continuously review the housing implementation workplan, provide regular monitoring reports and advisory to the CTA and NPM.
- Provide technical leadership to the housing Engineering field teams to deliver the housing program on ground.
- Together with the construction management and site development expert, S/He will provide urban settlement designs, to advise technical drawings and BOQs (engineering inputs) of Incremental housing and to advise the RFQ preparations and procurement processes for selection of Contractors.
- At the settlements neighborhood level, S/He will ensure a robust contracts management, providing responsive urban spatial technical advisory to the specific needs of target populace through the established people processes and within CDC/Municipality administered Owner Driven housing.
- S/he will be expected to liaise with Local authorities and substantive urban ministries for smooth implementation of the Program.
- Provide appropriate supervision, monitoring and evaluation tools for neighborhood based settlement planning development – leading the field technical guidance and support as well to counterparts and ensure that their projects are implemented as according to plan.
- Monitor and report progress of urban neighborhood settlement development projects against set targets and ensure that datelines are met.
- Enable the coordination of different urban and shelter programme components leading to the implementation – Including the urban planning, land surveys, mutations and site infrastructure works, that lead to delivery of the housing component.
- Continuously review the housing implementation workplans in collaboration with the site infrastructure and construction specialist, and provide regular monitoring reports and advisory to the CTA and NPM.
- Provide technical advisory leadership to the housing and urban planning field teams to deliver the housing and masterplans at the settlement level.

- Lead in development of socially inclusive public spaces mixed neighbourhoods to establish thriving communities by addressing child friendly spaces, social amenities, facilitating community social interactions, public safety, for women, local economy and urban resilience through urban planning measures.

2) Ensure coordination and cooperation between programme activities/outputs/outcomes and related local, regional and international development efforts

- Lead in building and maintaining strong relationships and coordination with partners (UN, government, I/NGO) at city, national, regional and global levels;
- Support improved coordination of UN activities in Afghanistan, including contributing to the UNDAF and joint integrated work plans with programme-related inputs and monitoring;
- Support the dissemination of programme outcomes and impacts to improve future programming and policies;
- Support the promotion of sustainable urbanisation and adequate housing for all in Afghanistan;
- Intervention where required in emerging issues of forced displacement and urban poverty alleviation in Afghanistan;
- Technical assistance to various national committees, working groups and other urban development task forces about programme activities/outputs/outcomes.
- Ensure timely and relevant informal and formal donor reporting, briefing notes, meetings and field visits.

3) 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 technical assistance and capacity development to government partners to maximise its effectiveness/impact and reduce duplication;
- Support the implementation of the New Urban Agenda and the Habitat Country Programme Document (HCPD) 2015-2019, in particular through (i) strengthening UN-Habitat as a knowledge partner for the GoIRA; (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;
- Facilitate institutional learning and integration of lessons learned through supporting the development of operational policies and procedures of UN-Habitat Afghanistan;
- Capacity development of national staff.

Other:

- Represent the programme/UN-Habitat in national humanitarian forums (i.e. KIS Taskforce, IDP Taskforce, DIREC Technical Working Group, Policy Working Group), policy forums (i.e. IDP Policy Working Group, Reintegration Working Group) and build support for humanitarian-development programming in Afghanistan;
- Take proactive measures to reduce the gap between humanitarian and development interventions regarding displacement in Afghanistan, working closely with the Humanitarian Country Team to mainstream durable solutions

- Lead capacity development of national colleagues working in relevant provinces to engage and represent UN-Habitat in programme-relevant provincial forums (e.g. Provincial IDP Taskforces, Regional HLP TF, etc).
- Support new programme development & resource mobilization through technical inputs and concept note development.

4) Perform other duties and responsibilities which are within the expertise and experience as may be required by ROAP or the Country Programme Manager in support of the activities of the Agency and programme.

COMPETENCIES

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.
- **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.
- **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.
- **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.
- **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

At least advanced university degree (Master's degree) in housing economics, urban planning/design, urban studies, architecture, engineering or related field, or first university degree with additional two years of relevant work experience may be accepted in lieu of the advanced university degree. Previous experiences with the UN will be a plus.

QUALIFICATION

At least 5 years of relevant experience with Settlement Development, Community Consultations in design process, etc.

- Programme and Project Management, including programme and project formulation and implementation in conflict and post-conflict environments
- Good knowledge of programme monitoring and evaluation
- The capacity to provide quick and practical feedback and guidance to field staff is essential, as is the ability to adapt existing methodologies to the Afghan context
- Maintaining appropriate balance between operational needs of the project and contributing to developing a longer-term vision of the programme
- Good knowledge of UN operational rules and procedures
- Good coordination skills, with ability to handle multiple activities concurrently, work under pressure and to tight deadlines
- Positive approach to work with consistent energy and a positive, constructive attitude
- Ability to participate effectively in teams of various expertise as well as organizations
- Good diplomatic qualities and negotiating skills

Qualification and Experience Requirements:**LANGUAGE SKILLS**

English and French are the working languages of the UN secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage. Fluency in Dari or Pashto is an added advantage.

OTHER SKILLS

Proficient in CAD based software, Word, Excel, email, internet and preferably GIS spatial design applications.

Personal Qualities

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

REMUNERATION

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

International Travel (Home – Kabul):

The cost of a return air-ticket from the place of recruitment on least-cost economy 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 the reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

Local Transportation:

Such as vehicle arrangements to provinces will be covered by UN-Habitat.

Travel Advice/Requirements:

The Urban Planning and Shelter Specialist (SHURA) must abide by all UN security instructions. Upon arrival he/she must attend a security briefing provided by UNDSS. He/she should undertake Security Training (BSAFE) as prescribed by UNDSS. Regular missions will be undertaken for which UNDSS authorisation must be sought.

Reporting Arrangements:

Urban Planning and Shelter Specialist (SHURA) will report results to the CTA/Programme Manager for daily basis and Overall to the Country Programme Manager for UN-Habitat in Afghanistan, and Senior Human Settlements Office, UN-Habitat ROAP.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- 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
- Cover memo (maximum 1 page)

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

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Please indicate the Post Title: “**VA#7. Urban Planning and Shelter Specialist (SHURA)**” 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.

Deadline for applications: 15 September 2019

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