

Issued on 19 March 2020

Terms of Reference

ORGANIZATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Bangkok, Thailand
FUNCTIONAL TITLE:	Administrative Officer – ASEAN Sustainable Urbanization
DURATION:	18 months
CONTRACT MODALITY:	UNOPS LICA (monthly pay type)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

*** This vacancy announcement is for Thai nationals only.**

Organizational Context:

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements and sustainable urbanisation. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Leading efforts to advance UN system-wide coherence for sustainable urbanisation, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals adopted in September 2015 as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

Founded in 1967, the Association of Southeast Asian Nations, ASEAN, was established with the signing of the ASEAN Declaration, aiming to promote collaboration and cooperation among Member States, as well as, to advance the interests of the region as-a-whole. Today, there are currently 10 Member States: Indonesia, Malaysia, Philippines, Singapore, Thailand, Brunei, Laos, Myanmar, Cambodia and Vietnam, forging ahead together towards the achievement of ASEAN Community Vision 2025.

Since 2008, UN-Habitat and the ASEAN Secretariat have engaged in a variety of UN and ASEAN Secretariat engagements. Most notably, UN-Habitat has been developing a new generation of sub-regional programmes which target all or selected ASEAN countries, especially in the area of cities and climate change. Meanwhile, the Bangkok Office of UN-Habitat is increasingly engaged in knowledge programmes with fellow UN agencies, on issues of migration, health, resilience and urban data in support of the 2030 Agenda for Sustainable Development and implementation of the New Urban Agenda.

About the Project:

Half of the 600 million people in the ASEAN region already live in urban areas and by 2025 a further 70 million people in ASEAN will be city dwellers. Seeking to address this “mega-trend” of urbanization, the ASEAN Sustainable Urbanisation Strategy (ASUS) was launched at the 22nd ASEAN Coordinating Council (ACC) Meeting in November 2018, as one of the initiatives under the ‘Sustainable Infrastructure’ strategic area of the Master Plan on ASEAN Connectivity (MPAC) 2025.

Nearly one year after its launch, the ASUS and its two accompanying toolkits remains key to raising the standards of living of the citizens of ASEAN countries, enhancing shared prosperity of cities and regions, as well as strengthening climate action and resilience. In this regard, the period between 2020-2021 will be crucial to accelerating the implementation of the ASUS, with a special emphasis on small to medium-sized cities and intermediate cities, which are witnessing most of the growth in the ASEAN region over recent years and which will continue to exhibit significant upward population and economic trends.

As such, the accelerated implementation of ASUS will provide ASEAN cities with the opportunity to prioritize actions to achieve sustainable urbanisation, while implementing practical activities customised to their unique city contexts, designed to raise the standards of living of those within ASEAN which lie at the core of the New Urban Agenda and ASEAN Community Vision 2025.

Towards this end, the ASUS has been disseminated to city networks in ASEAN, with many cities in each of these networks sharing common priorities and concerns. While some technical support is provided through the various city networks in ASEAN, further resources are needed to help cities develop credible action plans and/or financially viable project proposals. As part of this project, an implementation plan integrating several initiatives and intended to accelerate sustainable urbanization during the period of January 2020-June 2021 (Phase 1) could support the achievement of the expected ASUS outcomes by 2025, with a second phase of intensified action at the local level between 2022 to 2025.

In summary, these initiatives and proposed key outputs in Phase 1 includes:

1. Technical advisory support to 8 selected pilot cities within ASEAN established as leaders in ASUS implementation in developing high-quality proposals within the ASUS Framework;
2. Organisation of an ASEAN Sustainable Urbanisation Forum bringing together diverse stakeholders from across ASEAN and supporting the development of improved urban policies;
3. Research and development of a report detailing the “State of Urbanisation in ASEAN”.

Functional and Reporting Relationships:

The individual will be based at the UN-Habitat Bangkok Office (HBO) located in Bangkok, Thailand. HBO supports coordination and liaison functions amongst UN agencies based in Bangkok, as well as, enhancing

partnerships with regional entities such as ASEAN. Under overall guidance of the Regional Representative and with supervision of the Chief, UN-Habitat Bangkok Office supported by the Project Team Leader, the officer will work closely with officials at regional, and headquarter offices of UN-Habitat.

Responsibilities and Expected Outputs:

The Administrative Officer - ASEAN Sustainable Urbanisation, will be responsible for general administration, finance, human resources, procurement and other administrative related duties and responsibilities to the project implementation and development. The regular tasks include:

General administration

- Facilitate the recruitment of UN-Habitat project personnel, consultants and vendors in accordance with the project plan and approved budget as agreed by the ASEAN Secretariat;
- Support the organization of meetings and travel required by personnel including for consultative meetings and preparation for the ASEAN Sustainable Urbanisation Forum;
- Assist in developing presentations as required and in support of the Project Team Leader;
- Help to schedule meeting appointments, venue bookings and other logistical arrangements;
- Support with developing and maintaining spreadsheets to monitor project progress;
- Maintain records and documents for auditing, tracking of finances and evaluation purposes;
- Support the Project Management Officer in UN-Habitat Regional Office with administrative, finance, human resources, procurement and other administrative related duties including ensuring upkeep of IT equipment, stationery, assets and other compliance;
- Provide support to in-country consultations with local governments and key stakeholders;
- Support the project alignment with agreement and commitments to ASEAN;

Research and communications

- Support the dedicated Event & Communications Officer in the implementation of the media, advocacy and communications plan in liaising with and coordinating relevant vendors;
- Assist with content proof-reading and user testing of project materials and resources produced;
- Assist in preparing letters and emails for correspondence with key partners;
- Coordinate document preparation, compilation and dissemination to meeting participants and key stakeholders including National, local Authorities and Local Project Officers;
- Help research information in support of project materials and activities as necessary.

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.
- **Accountability:** • Takes ownership for all responsibilities and honours commitments. • Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. • Operates in compliance with organizational regulations and rules. • Supports subordinates, provides oversight and takes responsibility for delegated assignments. • Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications

Education

An advance university degree (Master) in urban and/or regional planning, business administration, sustainable development, international affairs, financial management or human settlements or first level university degree (Bachelor) with additional two years relevant experience in lieu of Master.

Experience

A minimum of 2 years' progressive and relevant work experience in administrations and financial related fields of international development studies, Programme/Projects implementation and development, preferably in the field of human settlements in the region. Work experience with the UN, especially administering Umoja, ATLAS, SAP, Siebel or other enterprise CRM platforms, and general knowledge of UN rules and regulations are highly desirable.

Language

For this position, fluency in oral and written English is required. Knowledge of another official United Nations language and/or Southeast Asian will be considered an advantage.

Other

Experience in substantive human settlements development issues related to urban development especially working in the context of ASEAN Member States will be an added advantage.

Contract period, level of engagement and duty station

The contract will be for 18 months starting 16 April 2020 and ending 15 October 2021. The post is based in Bangkok, Thailand with at least one mission to be expected to Jakarta, Indonesia.

Remuneration

In compliance with UNOPS and UN-Habitat policy.

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

All applications should be submitted to:

UN-Habitat Bangkok Office
habitatbkk@un.org

Please indicate the Post Title: “**ASEAN AO for UN-Habitat ASUS project**” 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: **3 April 2020**

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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