
VACANCY ANNOUNCEMENT

Title:	Knowledge Management Officer
Contract type:	I-ICA 1
Agency:	UN-Habitat Lao PDR
Duty Station:	Vientiane Capital
Duration of initial contract:	Two months until 31 December 2020 (extendable)
Starting date:	November 2020

Issued on: 14 October 2020

*** IMPORTANT Note: Actual work starting date and duty station may be changed based on the situation of COVID-19 at the time of recruitment.**

Background Information

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

The UN-Habitat Regional Office for Asia and the Pacific (ROAP) was established in August 1997 in Fukuoka. The Office serves countries in the Asia and Pacific region to implement UN-Habitat’s mandate. Part of ROAP’s strategic role is to foster international understanding and cooperation and to foster regional, national, city, and local capacity and cooperation to enable sustainable local solutions and constructive partnerships within and between various stakeholder networks. To support this partnership-based approach, ROAP continues to promote appropriate policy and legal frameworks to enable these innovative solutions to be mainstreamed. ROAP addresses the increasing importance of systematic knowledge management, timely information flows, coherent awareness campaigns, and efficient sourcing of funding and know-how for locally defined development actions. Technical cooperation projects coordinated by the UN-Habitat ROAP are geographically spread in the Asia and Pacific region, and span the entire spectrum of urbanisation and shelter development issues. For most parts, UN-Habitat ROAP implements country projects through its country offices.

UN-Habitat has been actively supporting the Government of Lao PDR with technical assistance on issues related to urbanization, disaster mitigation, climate change, and WASH infrastructure. The urban legislation, land and governance branch at the UN-Habitat provides policy and operational support for governments and cities to identify reforms and to adopt laws and legal frameworks that effectively regulate urbanization issues such as land use, urban planning, taxation, housing, infrastructure, and safety.

Duties and Responsibilities

In this position, the Knowledge Management Officer will provide services for the successful implementation of UN-Habitat’s project portfolio of in Lao PDR, working in close coordination with the project managers, under the supervision of the Regional Advisor/ Chief Technical Advisor.

In particular, he/she will provide:

1. Support for the implementation of the Knowledge Management strategy
 - Support KM Team Leader in management of the knowledge management strategy;
 - Support the development and dissemination of knowledge and experience through enhanced communication, strengthened knowledge products and publications
 - Propose and promote creative solutions for knowledge management in the organization
2. Technical Assistance:
 - Study and develop an understanding of the ongoing projects and initiatives in Lao PDR; thereon assist in preparation of project proposals; explore funding sources and implementation mechanisms, and represent as appropriate vis-à-vis development partners.
 - Assist in preparation of project reports, presentations for donors and actively coordinate with government representatives and various stakeholders.
3. Project Implementation support:
 - Provide assistance for the implementation of projects and programmes.
 - Assist in arranging trainings, assessments and other related works.
 - Support the Regional Advisor / Chief Technical Advisor in his/her regular reporting and other management activities as per need.
 - Participate in activities related to the Sustainable Development Goals (SDGs) at the country level, focusing on UN-Habitat mandate areas.
4. Support to National Urban Forum
 - Provide logistic support for the organization of the National Urban Forum.
 - Support the development and completion of the Preliminary National Vulnerability Assessment, assisting in the elaboration of reports and material for dissemination.
 - Develop knowledge management material on the projects being implemented by UN-Habitat in Lao PDR.

Outputs

The Knowledge Management Officer will provide the following outputs:

- Output 1: Knowledge management material (brochure, reports and case studies) on the projects being implemented by UN-Habitat in Lao PDR.
- Output 2: Training material on understanding climate change and planning for its impacts.

All outputs are to be approved by UN-Habitat Regional Advisor.

Payment

Based on the outputs listed above, monthly payments will be as follows:

No.	Submission of Outputs	Estimated payment date	Payment (USD)
1	Knowledge management material (brochure, reports and case studies) on the projects being implemented by UN-Habitat in Lao PDR.	November 2020	50%
2	Training material on understanding climate change and planning for its impacts.	December 2020	50%
Total			100%

Qualifications and work experience

Advanced university degree (MSc degree and above) in architecture, urban or regional planning, engineering, environmental management, social science or related field. Particularly with an emphasis on sustainable urban development, human settlements and urban or regional planning.

At least 2 years of relevant work experience in departments related to architecture, urban planning, urban and rural settlement issues, land and governance with experience preferably in a developing country.

Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Competencies

- **Professionalism:** 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.
- **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.
- **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.

Contract type, level and duration

Contract type: Individual Contractor Agreement (ICA)

Contract level: International ICA Level 1 (I-ICA 1) / ICS-9

Contract duration: Two months (extendable)

Submission of Applications

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations based on the final output of the consultancy;
2. A completed UN Personal History Form (P-11)
Please download the form (MS-Word) from UN-Habitat ROAP web site:
http://www.fukuoka.unhabitat.org/vacancy/index_en.html;

All applications should be addressed to: UN-Habitat Regional Office for Asia and the Pacific, ACROS Fukuoka, 8th Floor, Tenjin Chuo-ku, Fukuoka 810-0001 Japan, and sent electronically via e-mail to: habitat.fukuoka@un.org

Please indicate the VA Title in your e-mail subject:
“Knowledge Management Specialist, Vientiane”

Deadline for Applications: 27 October 2020

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

In line with UN-HABITAT policy on gender equity, applications from female candidates are particularly encouraged.

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: habitat.fukuoka@un.org