

UN-Habitat ROAP (Fukuoka) – 6 months assignments for (junior) experts in Cambodia and Pakistan

Positions	1. Urban Sector Expert 2. Junior Urban Sector Expert
Duty Station	Phnom Penh, Cambodia OR Islamabad, Pakistan
Duration	6 months (flexible starting dates and durations over 1 year)
Modality	Individual Contractor assignment
Requirements	See page 4

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

These assignments require experience working with Japanese partners and/or technologies. Pre-assignment training can be provided in/with UN-Habitat ROAP (Fukuoka). This Vacancy Announcement is posted for a longer duration for rostering purposes, with the first review of candidates done one month after initial publication.

Organisational Background: UN-Habitat's Regional Office in Fukuoka

UN-Habitat, the United Nations Human Settlements Programme, has since 1997 a Regional Office in Fukuoka, Japan, serving over 30 developing countries in Asia and the Pacific, including Cambodia and Pakistan.

The Headquarters of UN-Habitat is in Nairobi, Kenya. UN-Habitat is the coordinating agency within the United Nations System for housing, human settlements and urban development. In collaboration with governments and other partners, including local authorities, private and non-governmental organizations, it supports the implementation of the Sustainable Development Goals (SDGs), in particular Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable". It is a focal point for the monitoring, evaluation and implementation of the "New Urban Agenda".

ROAP oversees 15 country offices. The ROAP office in Fukuoka has a dedicated team, currently of 15 professionals of whom 4 are international. Under the guidance of a Regional Representative (acting), the office employs substantive managers (Human Settlements Officers and equivalent) and programme assistants and a Programme Management Officer (PMO) and relevant assistants.

Background of the Advertised Assignments

UN-Habitat ROAP responds to needs in developing countries. This call seeks (junior) professionals who wish to support our country teams in both Cambodia and Pakistan.

In each country, specific challenges are addressed, and projects implemented.

Currently, UN-Habitat coordinates, in both countries, the implementation of climate adaptation projects, delivering support to poor communities in areas such as clean water, sanitation, waste disposal and energy-saving solutions.

Cambodia

UN-Habitat started in 1996 to assist and support the Government of Cambodia to develop an inclusive urbanization and human settlement upgrading process. The Cambodia office is under the direct supervision of the Director and the Human Settlement Officers of UN-Habitat Regional Office in Fukuoka. It collaborates with other United Nations bodies, funds and programmes and other development partners, including the civil society, the private sector, foundations, academic institutions, research centres and others. UN-Habitat Cambodia implements projects during the last decades in the areas of urban poverty reduction; water, sanitation, and hygiene (WaSH) initiatives; climate change adaptation and disaster risk reduction. Currently, the UN-Habitat Cambodia office has responsibilities to promote the New Urban Agenda (NUA) in governmental and interagency environments in Cambodia. One crucial step to achieve the SDGs and NUA is the timely implementation of existing pro-poor policy documents, such as the Circular 03 and the new National Housing Policy.

Pakistan

UN-Habitat is a member of UN Country Team in Pakistan and is active in the areas of Climate Change, Environment and Disaster Risk Reduction and Response, Pro-Poor Urban Development, Urban Governance, Urban Resilience, housing, water and sanitation, and urban basic services. The Ministry of Climate Change (MoCC) is the focal ministry for UN-Habitat and a representative in the Governing Council.

UN-Habitat has been a partner with the number of ministries at national and provincial level, development partners, civil society organizations and academia. UN-Habitat is currently implementing activities in urban governance, urban resilience, WASH and climate change.

In this context, UN-Habitat representation and engagement at the country level is crucial to support the government's effort in implementing national development initiatives. Furthermore, it is important to work closely with the government and development partners and explore the areas of involvement for the organisation in the short, medium and long term in Pakistan. It is proposed to engage output-based consultant to represent UN-Habitat in different Forum and undertake some specific assignments.

UN-Habitat Pakistan is also engaged in various workgroups formulating the recovery response after the 2022 Floods in Pakistan, which have devastated especially the provinces of Sindh and Baluchistan.

Surge assignments

UN-Habitat ROAP is calling for candidates interested to undertake surge assignments to either Cambodia or Pakistan. The required duration is 6 months, either continuously or over multiple assignments over 1 year.

The focus of the assignments is specific for either countries and for the roles (either junior or above):

	Cambodia <i>Focus on climate adaptation (building, water and energy, smart cities)</i>	Pakistan <i>Focus on flood recovery, risk-reduction, resilient planning and building, adaptation</i>
Junior Expert	<ul style="list-style-type: none">• Project Management Assistance• Support to multi-year programming (UN-Habitat's within UN Cambodia)	<ul style="list-style-type: none">• Support to flood recovery assessments and studies• Support to Project Development
Expert	<ul style="list-style-type: none">• Project Development• Project Reporting	<ul style="list-style-type: none">• Project Development• Recovery Planning & Programming (with housing and/or WASH partners)

Collaboration with Japanese partners

These assignments need to deliver results as required in Cambodia and Pakistan, yet a secondary objective to increase the collaboration and partnerships with Japan. Qualified candidates should have been trained in Japan and have knowhow of Japanese technologies relevant to urban development. The assignments require the ability to collaborate with Japanese partners in Kyushu and in the target countries.

Training for candidates without experience in urban sector assignments in Cambodia or Pakistan

Prior to the assignment, UN-Habitat ROAP offers induction training to confirmed candidates by its team in Fukuoka. For candidates not living with commuting distance from Fukuoka, daily living expenses can be covered. The training assignments can be tailored, ranging from 1 week to maximum 4 weeks. Remote training can be also be provided.

General Responsibilities:

- The **Junior Expert** needs to support the listed tasks, with close guidance
- The **Expert** needs to perform and complete significant parts of the listed tasks, with regular supervision
- Developing, implementing and evaluating assigned programmes/projects, etc. as planned; monitoring and analysing programme/project development and implementation as assigned; reviewing relevant documents and reports as requested; identifying problems and issues to be addressed and initiating corrective actions, as required and requested; liaising with relevant parties as directed; undertaking follow-up actions as required;
- Undertaking assignments and field visits, in collaboration with the UN-Habitat team and its partners, and supporting the planning of assignments, supporting meetings and workshops;
- Reviewing and analysing issues and trends, preparation of reports or other research-based activities;
- Providing substantive backstopping to relevant meetings, conferences, etc., by developing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Developing outreach activities; conducting training workshops, seminars, etc.; preparing presentations on assigned topics/activities.
- Participate in activities related to resource mobilization, budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other related duties as required.

Competencies

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches relevant to urbanization, housing, land management, displacement, humanitarian settings, sustainable reconstruction and recovery, climate change adaptation, among other topics. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

Education

Advanced university degree (Master's degree or equivalent) in planning, programme management or a related field is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Progressive experience in project or programme management, in the context of urbanization, housing, land management, water and sanitation, climate change adaptation, in both development and humanitarian settings, both after disasters and in conflict contexts, among other topics is required.

- **Junior Urban Sector Expert:** minimum 2 years of experience
- **Urban Sector Expert:** minimum 5 years of experience, of which 18 months in international assignments

Experience in building partnerships for the implementation of joint strategies and programs is desirable.

Experience in urban development particularly in Asia-Pacific is desirable.

Being able to undertake international travel and missions is required for these assignments.

Languages

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

The knowledge of Japanese is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Submission of Applications

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

All applications should be sent to UN-Habitat ROAP at habitat.fukuoka@un.org with Subject: "Post Title and Duty Station" **by 31 December 2023**.

Please note that replies can be made leading to recruitment for future opportunities.

Only shortlisted candidate whose application responds to the above criteria will be contacted for interview. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

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

Please download P11 Form from:

https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.