

**UN-Habitat, Regional Office for Asia and the Pacific**  
**Vacancy Announcement**

**Functional Title:** Regional Coordinator, Climate Change and Urban Environment, Asia-Pacific  
**Duty Station:** Home based (with travel in the Asia Pacific Region)  
**Agency/Branch/Section:** UN-Habitat/ROAP  
**Duration/Dates:** 6 months (1 April 2023- 30 September 2023, extendable)  
**Expected start date:** 1 April 2023

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**Organizational 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. 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.

UN-Habitat's Strategic Plan (2020 to 2023, possibly extended to 2025) includes Domain of Change 3, translated into **Subprogramme 3 on "Strengthened Climate Action and Improved Urban Environment"**. Under this Subprogramme, UN-Habitat supports countries and cities address the climate and urban environment challenge in many ways including through (i) policy advisory services and support, (ii) climate and urban environment action planning, and (iii) technical assistance and capacity development, and (iv) support mobilizing climate finance for investments across three outcome areas:

1. Reduced greenhouse emissions and improved air quality
2. Improved resource efficiency and protection of ecological assets
3. Effective adaptation of communities and infrastructure to climate change

UN-Habitat's Global Climate Change and Urban Environment Team supports UN-Habitat's thematic headquarters teams, regional and country offices in the implementation of Subprogramme 3. It further supports the engagement in global policy and advocacy processes and leads several global level multi-stakeholder initiatives (such as the Global Covenant of Mayors for Climate and Energy partnership the Resilient Settlements for the Urban Poor (RISE UP) and, the Sustainable Urban Resilience for the Next Generation (SURGe), launched at COP27 and implemented with ICLEI) the team's national and local engagement also supports portfolio

development with multi-lateral climate and environmental funds, particularly the Adaptation Fund and the Green Climate Fund and the Global Environment Facility.

Across the Regional Offices, and in many country offices, climate and urban environment coordinators integrate regional strategies and the implementation of Subprogramme 3.

#### **A. Background to the Assignment**

In response to the clearly identified challenges (cities' vulnerability to climate change, in particular in Asia and cities' contribution to greenhouse gas emissions, particularly fast growing in the Asia-Pacific Region, IPCC WG2 and WG3 reports, IPCC 2022 and the Future of Asian and Pacific Cities Report (ESCAP-UN-Habitat 2019) national and local governments, as well as other urban stakeholders, are increasingly taking action – yet this action is not commensurate to the challenge at hand, nor are the commitments in line with the Goals of the Paris Agreement.

To accelerate urban climate change and urban environment action in the Asia-Pacific Region, UN-Habitat is currently developing a regional strategy with the aims of

- Better supporting member states, local governments and other urban stakeholders across the outcome areas of Subprogramme 3 (Climate Change Mitigation & Air Quality; Biodiversity preservation and restoration & circularity; Adaptation and Resilience of cities and communities) and the identified thematic priorities (including but not limited to: i. Resilient Settlements for the Urban Poor, ii. Multilevel Climate Action, including the integration of the urban dimension in global and regional urban and climate change, policies, strategies, laws and plans, iii. Climate change innovation, iv. Access to Climate Finance, v. integration of climate action into urban basic services, housing, spatial and development planning and vi alignment of climate change action with SDG localization<sup>1</sup>)
- Building the capacities of the Regional Office, the Bangkok office and the Country / Project Offices in the Asia Pacific Region to build up the climate change and urban environment portfolio.

#### **General Responsibilities**

The Regional Coordinator, Climate Change and Urban Environment, will lead the finalization and subsequent implementation of the Strategy in close coordination with the Subprogramme Coordinator, Subprogramme 3; the Regional Officer / Focal Point for Subprogramme 3, the Habitat Bangkok office as well as the country offices.

- Developing, implementing, monitoring and evaluating assigned strategies/ programmes/ projects, etc;
- 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.
- Conducting training workshops, seminars, etc.; preparing presentations on assigned topics/activities;
- Developing advocacy, communication, outreach and knowledge management 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

#### Specific Assignments and Reporting Framework

Task	Global	Regional	Country (and local)
<b>Strategy (and programme) development, implementation, monitoring and reporting</b>	Subprogramme 3 coordination (incl. M&R) support, i.e. AP contribution to SP3, global programme support (e.g. WUF, Ministerial Meetings etc.)	Finalization of Regional Strategy, regional roll out, including capacity development; Regional events (e.g. APUF, PUF, APMCHUD)	Country level support to SP3 and Regional Strategy coordination.
Partnerships and Programmes support	GCoM, SURGe, RISE UP etc	Regional dimension	National dimension
Project Development and Implementation	Support to global projects	Lead Resource Mobilization, Development of regional projects and their implementation	Support to country-level project development (and implementation – limited)
Advocacy, Outreach, Communication	Support to global AOC	Lead regional AOC	Support
Knowledge Management	Support to global KM in particular through the CC Community of Practice and Brown Bags	Lead regional KM (manage regional climate change focal point network / regional CoFP and support HPM/CTA meetings	Substantive backstopping from KM perspective

#### Terms of Payment

Against satisfactorily demonstrated progress against the table above.

#### Duty Station and reporting

The consultancy is homebased. Significant Travel to countries with programmes as identified above and regional events is foreseen.

The Regional Coordinator, Climate Change and Urban Environment, will directly report to the Regional Officer / Focal Point for Subprogramme of the Regional Office for Asia and the Pacific and work closely with the Subprogramme Coordinator, Subprogramme 3;

### **Qualifications and Experience**

- Advanced university degree in urban planning/management, environmental planning and management, climate change resilience planning or related discipline. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advance university degree;
- Minimum of 10 years' progressive experience of national, city/community-based project implementation and management either through donor and/or government projects/programs;
- Minimum of 7 years' experience related to urban climate change adaptation and mitigation action.
- Experience in Biodiversity / Nature-based solutions and Ecosystems-based adaptation would be an advantage.
- Experience in the development, testing and adaptation of capacity development approaches and training materials to improve Local Government capacities;
- Experience in delivering capacity development programmes for national government officials;
- Experience in delivering capacity development programmes for local government officials;
- Experience in strategy development, preferably within the context of urban climate change action;
- Experience in International project formulation and implementation;
- Experience in Knowledge Management;
- Experience in Advocacy, Outreach and Communication would be an advantage.
- Demonstrated ability to work productively in a multi-disciplinary team, with counterparts and other project stakeholders; and
- Experience in working with key software packages;
- Fluency in written and spoken English.

### **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.

All applications should be sent to UN-Habitat ROAP at [habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org) with Subject: **“Regional Coordinator, Climate Change and Urban Environment, Asia-Pacific” by 19 March 2023.**

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](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.

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<sup>i</sup> Adopted from: Priorities 2022–2023: Adequate Housing, Cities and Climate Change, and Localising the Sustainable Development Goals ([https://unhabitat.org/sites/default/files/2022/05/priorities\\_2022-2023\\_adequate\\_housing\\_cities\\_and\\_climate\\_change\\_and\\_localising\\_sdgs\\_04142022.pdf](https://unhabitat.org/sites/default/files/2022/05/priorities_2022-2023_adequate_housing_cities_and_climate_change_and_localising_sdgs_04142022.pdf)), the SURGe Initiative (COP27 Presidency Sustainable Urban Resilience for the next Generation (SURGe) | UN-Habitat ([unhabitat.org](https://unhabitat.org))) and the High-level meeting on the implementation of the New Urban Agenda (High-Level Meeting on the Implementation of the New Urban Agenda | General Assembly of the United Nations)