



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific – Fukuoka
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

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ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	UN-Habitat Islamabad Office, Pakistan
FUNCTIONAL TITLE:	Senior Advisor
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 10
DURATION:	12 months (January 2025 – December 2025) Extendable subject to performance and funding availability
PAYMENT:	Monthly payment

BACKGROUND

UN-Habitat, the United Nations Human Settlements Programme, is the coordinating agency within the United Nations System for human settlement activities and, in collaboration with governments and partners, is responsible to implement the SDGs including Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable".

In Pakistan, UN-Habitat's Country Programme is aligned with the United Nations Sustainable Development Framework (UNSDP 2023-2027) and the One UN Programme (OP-III). Over the past two decades, the focus of UN-Habitat's country programme has been on slum upgrading, adequate housing, universal access to safe and affordable drinking water and sanitation and other basic services, as well as on resilience and protection. The country programme has contributed to emergency, recovery and reconstruction responses in the wake of earthquakes and floods. It has collaborated in programmes in the context of poverty alleviation, environmental and resilience building and crisis, displacement and migration.

This Vacancy Announcement is to assign a Senior Advisor in support of the Country Programme of UN-Habitat, with duties including facilitating high-level government and UN relations and comprehensive programme oversight in collaboration with UN-Habitat's Regional Office for Asia and the Pacific.

KEY RESPONSIBILITIES

Under the direct oversight of the responsible Human Settlements Officer in UN-Habitat's Regional Office for Asia and the Pacific (ROAP), the Senior Advisor will be responsible for the following duties:

1. Ensure an effective oversight of the UN-Habitat Pakistan country office
2. Provide strategic guidance to ROAP in support of the scaling up the capacity of the UN-Habitat country office
3. Develop and support external partnerships and relevant resource mobilisation
4. Support programmatic and business innovations
5. Ensure accountability, knowledge management and capacity development

Description of Functions:

1. Ensure an effective oversight of the high-level functions of the UN-Habitat Pakistan country office



- Provide support to the relevant focal points in UN-Habitat to plan, coordinate and implement UN-Habitat missions and collaborations events.
 - Engage with the UN Resident Coordinator, UN agencies and the UN Country Team, as required.
 - Engage with Government counterparts in support for high-level UN-Habitat Pakistan events as required, and regional or global events programmed by UN-Habitat.
 - Engage with Government counterparts to encourage their active participation in UN-Habitat's governance bodies, in coordination with the relevant Permanent Representations.
 - Guide a new generation of professionals to contribute at senior level to above high-level functions.
- 2. Provide strategic guidance to ROAP in support of the scaling up the capacity of the UN-Habitat country office**
- In close collaboration with assigned programme and project managers, oversee the preparation of existing and new work plans, budgets, and mobilisation, implementation and reporting schedules of the programmes and projects of UN-Habitat Pakistan.
 - Oversee the required the mobilisation of the new human and operational resources.
 - Coordinate with ROAP the relevant approvals of draft requests, schedules, vacancy announcements, calls for proposals, reports and other relevant management documents.
 - Facilitate the engagement of all partners and stakeholders, including at HQs and ROAP, and in discussions with external partners, including the Government of Pakistan, to support the scaling up of the capacity of the country office.
 - Guide a new generation of professionals to contribute at senior level to above senior roles.
- 3. Develop and support external partnerships and relevant resource mobilisation**
- Coordinate effective working relationships with the Government of Pakistan at national level, and below as required.
 - Support joint programming and resource mobilisation in the context of the UN Sustainable Development Country Framework.
 - Engage with development partners and donors and support the submission of proposals for new resources.
 - Engage in in-house initiatives in support of resource mobilisation for the country office, in close coordination with ROAP.
 - Contribute to the monitoring and reporting of programming processes of the country offices, in support of visibility and public accountability.
 - Contribute to strategic messaging and communication initiatives.
 - Guide a new generation of professionals to take initiative in above roles.
- 4. Support programmatic and business innovations**
- Encourage programmatic innovations, through joint programmes and new in-house collaborations, by inviting support of non-traditional donors and by encouraging new roles of normative and policy roles of UN-Habitat in support of national and lower-level governments.
 - Encourage programmatic collaboration, under the supervision of ROAP, with other country offices and in regional programmes.
 - Oversee the introduction and participation in new business support functions introduced by the UN Country Team, in close coordination with ROAP.
 - Guide a new generation of professionals to contribute to innovation.

5. Ensure accountability, knowledge management and capacity development

- Ensure that UN-Habitat Pakistan upholds the values and the rules and regulations of the United Nations.
- Encourage a culture of accountability and knowledge sharing.
- Facilitate knowledge management, strategic communication and capacity building initiatives.
- Coordinate the high-level components of project-based thematic activities and knowledge-sharing forums.
- Facilitate the sharing of best practices, trends, knowledge and lessons learned within UN-Habitat and with external partners in Pakistan.
- Guide a new generation of professionals to partake at all times in upholding accountability, promote knowledge management and contribute to capacity development.

Competencies:

- **Professionalism:** Ability to apply sustainable development theories, concepts, and approaches. 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 resources on the internet, intranet and other databases. Shows pride in work and 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.
- **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; tailor language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.

QUALIFICATIONS

Education

Advanced university degree (Master’s degree or equivalent degree) in urban planning, housing, sustainable development, civil engineering, architecture, business or public administration, social sciences, environmental sciences or related area.

Work Experience

A minimum of five (5) years of responsible, senior-level experience in overseeing policy making and development activities sustainable urban development policy, project/programme management, and resource mobilization in the context of urban development cooperation or related area is required.

A minimum of five (5) years of responsible experience for a field programme of an international organization is desirable, as a senior advisor or country manager.

Experience in government functions or in senior-level advisory roles in support of national and subnational government bodies is desirable.

Experience in UN system or equivalent international multi-year programming is desirable.

**Language**

Fluency in English is required.

Submission of Applications:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above.

The application must be accompanied with a completed UN Personal History Profile (PHP) or P11 (MANDATORY):

- P11 – Please download the form (MS-Word) from UN-Habitat ROAP website: https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc
- A statement of interest and suitability (a cover letter, maximum 1 page) for the position including expectations regarding the remunerations.

Please indicate the Post Title: “Senior Advisor – Pakistan” in your email subject.

All applications should be submitted to: Habitat Fukuoka <habitat.fukuoka@un.org>.

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. Overall remuneration 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: 1 December 2024 23:59 Japan time