

**LAND, HOUSING AND SHELTER SECTION, URBAN PRACTICES BRANCH, GLOBAL SOLUTIONS DIVISION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer  
**Section:** Land, Housing and Shelter Section  
**Location:** UN-Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

Three billion people will need housing by 2030. The realization of adequate housing is part of basic human rights, and contributes to various economic, social and cultural aspects of development for individuals, households and communities. Conversely, inadequate housing impacts negatively on urban equity and inclusion, urban safety and livelihood opportunities, and cause negative health conditions.

Housing stands at the center of the New Urban Agenda and the expansion of adequate housing options will support the achievement of the Sustainable Development Goals, especially Sustainable Development Goal 11: “*make cities and human settlements inclusive, safe, resilient and sustainable*”. Ensuring access for all to adequate, safe and affordable housing that are accessible for members of different income groups of society will also contribute to the larger Goals of poverty alleviation, health, economic development, social cohesion, gender equality and environmental sustainability.

UN-Habitat promotes the Housing at the Centre approach to improve access to adequate and affordable housing. ‘Housing at the Centre’ calls for a paradigm shift from output-based towards results-based policies and strategies to promote access to adequate housing for all. UN-Habitat Global Housing Strategy encourages the formation and participatory management of multilateral partnerships at the national and local level to ensure a “level playing field” of negotiations; the enrichment of the global strategy by localized, contextualized successful projects, programmes and strategies (depending on the needs of the country) and; more importantly, the promotion of inclusive, gender based, rights-based equity measures for the urban poor.

The JPO position is in the Land, Housing and Shelter Section within the Global Solutions Division, United Nations Human Settlements Programme (UN-Habitat).

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

The JPO will contribute to the implementation to the Global Housing Strategy, the Community of Practice on Land, Housing and Shelter Rights and Protection, and the Housing at the Centre Approach in line with UN-Habitat’s core principles of housing sustainability, inclusiveness and adequacy. The JPO will provide general support to the planning and coordination of the Housing Policy and Rights portfolio, including research papers, normative tools and reports in best-practice tools and principles related to sustainable affordable housing; publications and technical notes on sustainable affordable housing. Finally, the JPO will contribute to reviewing current good practices and innovations in the housing policy sector, developing and managing new projects, and exploring

ways forward for UN-Habitat to enhance the impact of the Global Housing Strategy at the country and regional levels.

The main duties of the JPO will be the following:

- Works with key clients and liaises with relevant parties to facilitate the development, implementation and evaluation of the Housing Policy portfolio and the Global Housing Strategy;
- Carries out basic research on selected aspects of housing programmes, operations and other activities, in the framework of the Community of Practice on Land, Housing and Shelter Rights and Protection, including collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;
- Contributes to the preparation of various written outputs, such as draft background papers, analytical notes, sections of reports and studies, and inputs to publications.

## **TRAVEL**

The JPO will undertake official missions related to the work programme in relation to the Community of Practice on Land, Housing and Shelter Rights and Protection and to the Global Housing Strategy. It is desirable for the JPO to participate in at least one relevant international conference per year.

## **TRAINING AND LEARNING ELEMENTS**

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Service (HRMS) of the United Nations Office of Nairobi (UNON). The courses include language courses in all United Nations languages, computer training, management courses, etc.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

### **Education**

Advanced university degree (Master's degree or equivalent) in policy, government, development or related.

### **Working experience**

At least two (2) years of progressively responsible professional experience in research and policy development related to sustainable urban development, housing, human rights, prevention of forced evictions, policy design preferably in developing country contexts and within international organisations. Experience in housing policy formulation and programme management in developing countries will be a strong advantage. Knowledge of concepts and approaches relevant to housing policy development, specifically in the areas of low-income housing and understanding of the

dynamics of the human settlements sector would be an asset. The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment.

### **Language**

English and French are the working languages of the United Nations Secretariat. English fluency is required to this post. Knowledge in one or more additional United Nations languages is desirable.

### **Competencies**

**Professionalism:** Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and 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 the 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.

**Planning and 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.

### **SUPERVISION**

The Junior Professional Officer (JPO) will work under the supervision of the lead of the Community of Practice on Land, Housing and Shelter Rights and Protection, based out of the Land, Housing and Shelter Section.