

Posting Title : Programme Management Officer, Human Settlements (2 Positions), P4
Job Code Title : Programme Management Officer, Human Settlements
Department/ Office : Land and Global Land Tool Network Unit
Location : NAIROBI
Posting Period : 18 August 2016 - 16 September 2016
Job Opening number : 16-HUM-UNHABITAT PD ULLGB GLTN-65119-R-NAIROBI (E)
Staffing Exercise : N/A

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

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This is a project post and is funded for an initial period of one year and may be subject to extension. 1. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. 2. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

Org. Setting And Reporting

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The focus of this position is to support the coordination, implementation, monitoring and evaluation of the country level work of the Global Land Tool Network (GLTN), focusing on priority countries in Africa. These posts are located in the GLTN Unit of the UN-Habitat, in Nairobi.

Responsibilities

Under the supervision of the Unit Leader of the GLTN, the HSO will be expected to undertake the following duties and responsibilities:

- Initiate and provide substantive advice and guidance on the implementation of assigned projects and initiatives towards strengthening and scaling-up policies, tools and approaches for securing land and natural resources tenure.
- Ensure strengthening of the collective knowledge base on land and natural resources tenure

security by initiating and disseminating action research activities, policy dialogues, learning exchanges and multi-stakeholder meetings.

- Through research and consultation with strategic partners, identify appropriate tools, approaches and capacity development initiatives suitable for project implementation and for possible adoption and application at country level and coordinate and support its piloting and implementation.
- Ensure, effective and timely execution of the assigned projects and activities by coordinating the delivery of project outputs and activities, strengthening the strategic partnerships and linkages, providing substantive inputs and guidance in project activities.
- Provide oversight and quality assurance to documentation, reporting and dissemination of lessons learned, experiences and opportunities for growth and scaling up of field or country level projects and interventions related to improving land and natural resources tenure security.
- Maintain and strengthen partnerships with strategic partners, regional and country level partners towards a more effective and partnership-driven approach to improve tenure security of the poor and vulnerable groups.
- Provide guidance and substantive inputs to and support to project-related missions, meetings and conferences including on learning and capacity development initiatives.
- Perform other duties as necessary as required.

Competencies

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matters; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professionalism rather than personal concerns; shows persistence when faced with challenges; remain calm in stressful situations.

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.

Teamwork: Works collaboratively to achieve organisational goals; solicit impact by genuinely valuing others' ideas and expertise; places team agenda above personal agenda; shows credit for team accomplishments and accepts joint responsibility for team's shortcomings.

Communications: Speaks and writes clearly and effectively; listen to others, correctly interprets messages from others and responds appropriately; ask questions to clarify and exhibit interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrate openness in sharing information and keeping people informed.

Education

Advanced university degree (Master's degree or equivalent) in land administration and management, social sciences or related area. A first university degree with a combination of two years professional and academic qualifications may be accepted in lieu of the advanced

degree.

Work Experience

A minimum of seven years of experience in land and natural management and tenure security in developing world is required. Experience in programme management and coordination, knowledge management, tool and capacity development and partnership building is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For these positions, fluency in oral and written English is required. Working knowledge of another UN language is desirable.

Assessment

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

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.