

REGIONAL OFFICE FOR ASIA AND THE PACIFIC

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer
Section: Regional Office for Asia and the Pacific/ UN-Habitat Cambodia
Location: Phnom Penh, Cambodia (subject to COVID-19 travel rules)

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations 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.

UN-Habitat has supported Cambodia since 1996 and has a representative as Habitat Programme Manager (HPM) in 2007. The Cambodia Office is under the direct supervision of the Director and the Human Settlement Officers of UN-Habitat Regional Office, is responsible for coordination and cooperation within the United Nations System and Inter-Agency Affairs, including collaboration with other United Nations bodies, funds and programmes in the implementation of the Habitat agenda, and relevant targets of the Millennium Development Goals, liaison and cooperation with all development partners, liaison and cooperation with Habitat partners, including the civil society, the private sector, foundations, academic institutions, research centers and others.

As stated above the office has heavy responsibilities to represent UN-Habitat in the country level with governmental and interagency environments. As such, the office has not been able to focus on its outreach to its Habitat Agenda throughout the country to the degree to which it wants. Therefore, the JPO assigned to UN-Habitat besides providing support to governmental and interagency activities. A key component of his/her work will be to assist HPM and build relationships with all development partners and Habitat Partners. The JPO will also work to promote awareness of the activities of UN-Habitat agenda at the regional and country levels. The Post is located in Phnom Penh, Cambodia. This position works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

In accordance to the above mission, the UN-Habitat Cambodia Office needs more human resources, i.e. Junior Program Officer (JPO) to promote the UN-Habitat agenda, policies and programs to all stakeholders, particularly to United Nations organizations and development agencies, donors in order to strengthen policy dialogue and to mobilize political and financial support for UN-Habitat activities.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

Under the overall supervision of the Regional Director, Human Settlements Officer (HSO) and the direct supervision of Habitat Programme Manager, the JPO will support Habitat Cambodia's

work. He or she would work closely with the HSOs at regional and BKK offices, Chief Technical Advisor, and HPM to undertake the below tasks:

- Day to day support to HPM inter alia drafting, reporting, participating in meetings and ensuring follow-up and accompanying UN-Habitat missions.
- Assists in the preparation and formulation of project documents and work plans required for the implementation of the Country Programme, including project documents, progress reports, work plans and budgets;
- Facilitates the work of consultants, advisers and experts and establishes and maintains collaborative relationships with counterparts in government, multilateral and bilateral donor agencies and civil society to address emerging issues relating to urbanization.
- Mobilizes funding for UN-Habitat from all donors and coordinates UN-Habitat inputs regarding matters related to funding requests.
- Provides backstopping and monitoring for on-going projects and support project activities as necessary;
- Assists in the preparation of regular correspondence with Habitat headquarters, regional and BKK offices, and executive agencies, and Government authorities on program and project proposals, resource mobilization, M&E, and reporting;
- Assists advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.
- Where appropriate, play a co-ordination role for urban sector, by liaising, governments, donors and programmes active in urban sector and link with the Cambodian Urban Forum, Slum Upgrading Forum and any other relevant platforms;
- Disseminates information including the Campaign materials, Habitat publications and global commitments and decisions on human settlements issues conjunction with the Information Office;
- Coordinates and provide information and materials for partners to organize the World Habitat Day event and participate in World Urban Forums.
- Follow-up with Programmes and Projects to ensure that reports and records are of the required standard and are prepared and submitted in time;
- Assists, where necessary, UN-Habitat supported Programmes/Projects with recruitment and procurement.
- Participate on behalf of Habitat in relevant working groups;
- Performs other duties as assigned.

Learning expectations

Upon completion of the two-year assignment, the JPO should:

- Have a comprehensive understanding of the development assistance framework of the United Nations, UN-Habitat and Cambodia, both in terms of its substantive objectives and the operational aspects of those assistance frameworks.

- Be able to use the acquired skills, including the drafting of project proposals, etc. in subsequent assignments within the development community or within relevant government agencies and ministries.

TRAVEL

Travel to in-country meetings, field visits and workshops. Limited participation in national and international meetings/symposia as required.

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 in social sciences, public/business administration and management or international relations.

Work Experience

- 2 years of relevant work experience in an international environment and in a developing country.
- Key competencies of the assignment: a good understanding of Cambodia context and current development issues, in particular issues related to urban management, poverty alleviation and any other human settlement related issues.
- Good IT skills, including word processing, spreadsheets and internet.
- Evidence of ability to think strategically, to express ideas clearly, to work independently and in team and to demonstrate a sense of self-assuredness combined with cultural and gender sensitivity.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds

Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Khmer is desirable.

Competencies

Professionalism: 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.

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 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.

SUPERVISION

This post is located in the Regional Office for Asia and the Pacific, UN Habitat at the Phnom Penh, Cambodia under the overall supervision of the Regional Director, Human Settlements Officer (HSO) and the direct supervision of Habitat Programme Manager. The Supervisor will:

- Provide the JPO a complete introduction to the work of UN-Habitat and a comprehensive briefing on the functions and responsibilities of the post;
- Provide the JPO with the necessary facilities and services, such as office space, telephone and computer similar to those of other staff in comparable functions;
- Ensure that the JPO is given useful, substantive and challenging work that corresponds closely to the job description;
- Identify JPO training needs and encourage him/her to participate in career development activities such as training courses, conferences and seminars;
- Evaluate, jointly with the JPO, his/her development plans, results and outputs, learning objectives and career opportunities periodically.