



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

Vacancy Announcement **TERMS OF REFERENCE**

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ORGANIZATION	United Nations Human Settlements Programme (UN-Habitat) UN Core Values: Integrity, Professionalism, Respect for Diversity
FUNCTIONAL TITLE	Deputy Country Programme Manager
DUTY STATION	New Delhi
START DATE DURATION	Start as soon as possible Total 12 months with possibility of extension based on performance The first contract will be issued until 31 December 2023
TYPE OF CONTRACT	UNOPS Local Individual Contractor's Agreement (LICA-10)

Background:

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Ecuador, Quito, 2016.

UN-Habitat, India country office is promoting knowledge, policy advice, technical assistance and collaborative action for transformative and tangible outcomes in India's diverse system of cities and human settlements. GoI-UNSDCF 2023-2027, UN Habitat Strategic Plan 2019-2023 and UN Habitat India Country Strategy 2023-2027 are the guiding instruments in conceptualizing and implementing country level programmes and partnerships.

UN-Habitat India's current portfolio is oriented on the following domains of change: (i) Reduced spatial inequality and poverty in communities across the urban - rural continuum; (ii) Enhanced shared prosperity of cities and regions; and (iii) Strengthened climate action and improved urban environment. The programme portfolio encompasses climate-resilient sustainable planning and financing, zero-waste MSW management and circular economy of waste, gender and youth mainstreaming in project programming, and SDG localization among others.

Duties and responsibilities:

Under the direct supervision of the Country Programme Manager (CPM), UN-Habitat India, the incumbent will work under overall guidance of the Senior Human Settlements Officer (SHSO), ROAP, UN-Habitat and will be responsible to undertake the following activities:

Representation of the Organization

- Represent UN-Habitat at UN country team meetings of deputy representatives, meetings with the Government and at various other forums and ensure garnering of support to the mandate and to the programmes of UN-Habitat in India.
- Serve as an effective spokesperson and establish collaboration and partnerships with key officials at all levels inside and outside the organization. Identify strategic areas of partnership with diverse stakeholders and find creative and innovative solutions to development challenges while appreciating political sensitivities.
- Support Country Programme Manager in developing, implementing, and evaluating programmes/projects and explore further resource mobilization to advance UN-Habitat's mandate in India.

Programme Management

- Supervise and provide technical and management support in urban sector analysis, needs assessments and other activities; participate in advisory missions to carry out high level consultations and other activities aimed at development of urban sector policies, strategies and programmes.
- Coordinate policy development, review the assessments of issues and trends, prepare evaluations or research activities and studies and contribute to wider knowledge management initiatives within the organization (regional offices/excellence centres/HQs) and to external stakeholders.
- Ensure coherence amongst various projects and between programmes, by guiding respective programme/project managers and their teams to share common sets of strategic principles derived from UN-Habitat's strategic plan, normative work and performance standards.
- Support CPM in reviewing progress made, problems encountered, and concerns identified for four purposes: (i) to ensure that all projects are achieving their set targets, (ii) to promote synergy across the projects/programmes in terms of lessons learned (iii) maintaining coherence in implementation (especially where projects share a common geographical area), and (iv) to report periodically to ROAP.

- Peer review and supervise preparation of various written outputs, e.g., background papers, analysis, reports, studies and inputs to publications etc.
- Coordinate activities related to recruitment, budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and ensure preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Through advocacy and campaign work in the related field, develop and supervise the execution of priority projects and programmes in a cost effective and efficient manner to meet the expectations of governments, donors, partners and the organization.

Project Management

- Supervise and ensure effective and efficient execution of projects, within the limit of the allocated resources, by providing appropriate technical support to projects through project design, field visits, training and evaluation, coordination and monitoring activities related to the following areas: effective advocacy, monitoring and partnership, participatory urban planning, management and governance, land and housing, environmentally sound urban infrastructure and services, and climate resilience.

Capacity Development

- Provide capacity development support through documentation of knowledge management, tool development and by facilitating networking with partners and programmes that contribute to the enhancement of policy dialogues at UN-Habitat India and the region.

Qualifications:

Education: An advanced university degree (Master's degree or equivalent) in architecture, civil engineering, urban and regional planning, economics or physical sciences relevant to development and management of human settlements is required. A first level university degree in combination with qualifying two years of additional experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of 5 years of progressive experience in human settlements projects and programmes at national level and at least five years of similar experience at the international level. Proven experience in human settlements development fields, projects/programme design and implementation with the UN or other international agencies is desirable.

Competencies:

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Strong analytical, conceptualization, reporting skills required. Should have advanced writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders. Ability to use latest software such as ArcGIS, Excel, Stata, SPSS and similar others for analysis will be an added advantage.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills in English and demonstrated ability to explain concepts and approaches in the field of expertise, as well as UN policies and procedures.

Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

Global Mandates and Frameworks Knowledge: Knowledge of Sustainable Development Goals, Paris Climate Agreement of 2015, New Urban Agenda, 2030 Agenda and other pertinent global mandates, their status and application.

Language: English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

Reporting Arrangements: The Deputy Country Programme Manager shall report to the Country Programme Manager, UN-Habitat India.

How to Apply:

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 Form (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

The application should comprise of:

- UN Personal History Form (P11) – *without detailed P11 form, application would be rejected.*
- Recent Curriculum Vitae (CV)

Please indicate the Post Title: **“IND Deputy Country Programme Manager”** in your email subject and send it to: unhabitat.india@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 application: Sunday, 13 August 2023 before 05.30 pm (IST)

Due to a large number of applications being expected, only short-listed candidates will be contacted. 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).