

VACANCY NOTICE

Functional title:	Project Management Officer (Urban Planning)
Duty station of assignment:	Kiev, Ukraine
Contract modality:	Service Contract
Grade:	SB4
Duration of assignment:	Six months (with possibility of extension)
Closing date for applications:	28 March 2023

Background

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations system's designated entity for addressing and promoting socially and environmentally sustainable human settlements, development, and the achievement of adequate shelter for all (www.unhabitat.org). Its New Urban Agenda sets out a shared vision for cities and other human settlements towards an improved urban environment and strengthened climate action responses.

To support cities, which are at the frontline when natural and man-made crises occur, UN-Habitat has a strong commitment to develop approaches and tools that help them better prevent, prepare and respond. In conflict and post-conflict contexts, UN-Habitat developed an Urban Recovery Framework, using urban profiling to create an enabling environment for more effective recovery in urban areas.

The UN Innovation Technology Accelerator for Cities (UNITAC) is a collaboration between UN-Habitat, the UN Office for ICT and HafenCity University. UNITAC is implementing the project "Just transitions in vulnerable places - Towards climate resilient neighbourhoods and communities in Ukraine". The project will support the recovery efforts of cities affected by the conflict, providing local governments with technology-supported assessments of post-conflict environmental and socio-economic risks as well as housing, land and property assessments that outline pull and push factors, and the preparation of a well-coordinated and durable return. The project will also offer new ways of exploring risks, what-if scenarios that support national and local authorities and respective key stakeholders to identify vulnerabilities and risks and determine the best possible area-based interventions that ensure climate mitigation and adaptation measures are integrated into reconstruction planning.

The Project Management Officer, Urban Planning, typically reports to the Representative of UN-Habitat in Ukraine as First Reporting Officer (FRO) and the UNITAC Project Management Officer as additional supervisor.

Duties and main responsibilities

Within delegated authority, the Project Management Officer (Urban Planning) will be responsible for the following duties:

- Manage the day-to-day project implementation of the Just Transitions project in Ukraine.
- Supervise the Project Assistant.
- Support the hiring and management of consultants that will support specific activities in Ukraine on urban recovery, impact assessments, data platforms and data governance.
- Coordinate with implementing partners and contractors on specific activities related to urban planning, urban recovery, and digital development.
- Develop and organize workshops with relevant stakeholders.
- Collect and analyze relevant data and formulate ideas for further research and publication of findings.
- Liaise with national, regional, and local government partners on relevant project activities, maintaining close working relations.

- Contribute to the broader engagement of UN-Habitat in Ukraine, including engage with national and local government counter parts, UN agencies and INGOs active in Ukraine and relevant civil society actors, relevant for UN-Habitat's Crisis Response Framework.
- Develop methodologies and implementation activities in an innovative and progressive manner, paying special attention to stakeholders' needs and requirements.
- Performs other related work as required.

Work implies frequent interaction with the following:

Counterparts, senior officers, and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies. Representatives and officials in national and subnational governments, international organizations, consultants.

Results Expected:

Develops, implements, monitors, and evaluates assigned programme/projects. Provides thorough, well-reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses resources.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field relating to digital transformation in urban contexts. Ability to identify issues, analyze 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 sources on the internet, intranet, and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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 & 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. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Required Skills and Experience

Education

- Advanced university degree (Master's degree or equivalent) in: Urban Planning; Regional Planning; Architecture; Environment; Environmental Management; Geography; Project Management; Computer Science, Digital Technologies or related area.
- A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of five years of progressively responsible experience in project or programme management in urban planning/recovery planning, digital development or related area. Experience of working with digital data, mapping and digital innovation.

Languages

- Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable.
- Knowledge of Ukrainian (both oral and written) is required.

Others

- Good knowledge and understanding of best practices within the field of urban and spatial planning. International experience would be an advantage;
- Proven experience with innovative participatory planning approaches and modern planning techniques; understanding of European trends and concepts in planning;
- Demonstrated experience in training design and delivery and institutional capacity building;
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners;
- Good analytical, solution defining, creative and interpersonal skills;
- Computer skill is a requirement; working knowledge of GIS will be advantage;

Special considerations

The candidate should be:

- Familiar with, and committed to the goals of UN-Habitat
- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed
- Able to innovate and initiate activities from scratch
- Able to work under pressure in diverse environments with minimum supervision
- Sensitive to gender issues and issues of concern to vulnerable groups
- Flexible and prepared to pursue goals through teamwork
- Able to meet deadlines for reporting and all project work
- Express enthusiasm and willingness to continue learning new skills and share experiences with other members of the team

How to apply

Applications quoting the post title should be submitted to: recruitmentunhabitua@un.org

Interested applicants are requested to send a detailed CV using a UN Personal History Form (P-11 – available at http://unhabitat-kosovo.org/wp-content/uploads/2019/08/p11_form.doc) with cover letter by email to the email address as indicated above.

The cover letter should address precisely how the applicant meets the qualifications and requirements.

Additional information: Closing date: **28 March 2023**. Only short-listed candidates will be contacted.