

Job Opening: 19971  
Job Title: Human Settlements Officer (Urban Law), P4  
Department/ Office: United Nations Human Settlements Programme (UN-HABITAT), Shelter Branch  
Location: Nairobi, Kenya  
Posting Period:  
Job opening Number: 11-PGM-UN HUMAN SETTLEMENTS PROGRAMME-19971-R-NAIROBI

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

**Organisational 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. This post is located in the Land, Tenure and Property Administration Section (LTPAS), Shelter Branch of UN-Habitat.

**Responsibilities**

Under the overall guidance of the Head, Shelter Branch and day to day supervision of the Chief, LTPAS, the incumbent will be responsible for the coordination of substantive and managerial aspects of various projects/programmes in the Section. Specific duties will be as follows:

- Providing technical and management support in urban legal and human Settlements analysis, needs assessments and other activities, participating in advisory missions to carry out high level consultations and other activities aimed at developing urban legal knowledge, human settlements policies, strategies and programmes;
- Leading in the development of the agencies legal capacity in regard to urban law;
- Developing the technical assistance capacity of the agency in the urban law field;
- Providing and coordinating technical assistance to member states and local authorities in regard to developing and implementing new urban laws and monitoring progress, evaluating results and assessing impact. Overseeing the development of a computer based facility as a means to disseminate urban legal knowledge and provide technical assistance;
- Overseeing the development and maintenance of mechanisms to support urban legal knowledge;
- Ensuring effective and efficient execution of projects and programmes by providing appropriate technical support to the projects.
- Coordinating policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
- Initiating and coordinating outreach activities; conducting training workshops and seminars, making presentations on assigned topics/activities;
- Developing, implementing and evaluating assigned programmes/projects, monitoring and analyzing and reviewing relevant documents and reports, identifying problems and issues to be addressed;
- Performing consulting assignments, in collaboration with the client, by organizing and facilitating workshops, through other interactive sessions and assisting in developing the action plan that the client will use to manage the change;
- Providing substantive backstopping to consultative and other meetings and conferences;
- Coordinating activities related to budget funding (preparation and submission of programmes/projects, work programs, budgets, progress reports, financial statements);
- Performing other duties as may be required.

## **Competencies**

**Professionalism:** Knowledge of concepts and approaches relevant to the land sector and ability to conduct independent analysis, identifying issues, formulating options and making conclusions and recommendations.

**Communication:** Excellent oral/communication skills and ability to articulate ideas in a clear and accurate manner including the ability to prepare and edit a variety of written documents, reports and briefs.

**Planning and Organising:** Ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgement in the context of competing deadlines.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## **Education**

Advanced university degree (Master's degree or equivalent) in legal studies with concentration on or clear linkages to human settlement issues (land, housing, infrastructure, etc.). A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **Work experience**

A minimum of seven years of progressive experience in urban legal, human settlements projects and programmes, of which at least two 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.

## **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English is required. Knowledge of a second UN official language is an advantage.

## **United Nations Considerations:**

The United Nations shall place no restriction 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.

## **Assessment Method**

Evaluation of qualified candidates for this position may include a substantive assessment which may be followed by a competency-based interview.

## **Special Notice**

Staff members are subject to the authority of 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.

All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an email address has been provided.

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 send an email to [recruitment@unon.org](mailto:recruitment@unon.org), quoting the job opening number in the subject header of your email.

**No Fee**

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