

Job Title : PROGRAMME OFFICER (Urban Economist), P4  
Department/ Office : United Nations Human Settlements Programme  
Location : NAIROBI  
Posting Period : 2 July 2013-31 August 2013  
Job Opening number : 13-CIV-UNHABITAT-28345-R-NAIROBI (R)

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

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### **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. This position is located in the Urban Economy Branch of UN-Habitat.

### **Responsibilities**

Under the direct supervision of the Coordinator, Urban Economy Branch, the incumbent will perform the following functions.

1. Economic analysis:
  - Monitors trends and emerging issues, designs and conducts studies on urban economies and their performance and prepares reports
  - Develops conceptual framework and articulates youth employment, livelihood and women economic empowerment issues to position UN-Habitat in the global debate and operational work
  - Develops models to frame and analyse urban and regional economies and urban development financing approaches, and propose policies and strategies; Develops models and tools, and prepares case studies, to support design and implementation of urban economy and finance projects.
2. Intergovernmental support and partnership
  - Identifies opportunities, develops and implements partnerships with development banks, UN regional economic commissions, UN agencies, economic research institutions, private sector and other relevant players.
  - Represents the organization at international, regional and national meetings; prepares policy papers, concept notes and inputs.
3. Technical cooperation:
  - Designs, manages and monitors technical cooperation projects.
  - Mobilizes resources to implement projects
  - Mainstreams youth and women economic empowerment and local economic development issues and responses into operational urban economy projects
  - Conducts training seminars and workshops.
4. General
  - Supports junior staff, review their work and provide feedback.
  - Prepares reports and provides inputs to the work planning and budgeting process; Performs other related duties as required.

### **Competencies**

•**Professionalism:** Ability to apply economic theories and methods to urban economy and finance issues and different country and regional contexts; Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to translate theoretical concepts and ideas into operational projects. Ability to design, and realize operational projects. Shows pride in work and in achievements; shows persistence when faced with difficult problems or challenges. •**Communication:** Speaks and writes clearly and effectively; demonstrated research and writing skills on urban and regional economy and urban finance issues; 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; has the ability to team up and leverage resources and creates synergy; 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.

## **Education**

Advanced university degree (Master's degree or equivalent) in urban or regional economics. Education background in urban or municipal finance is an asset. 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 progressively responsible experience in urban economic research and analysis, policy formulation, application of economic principles in development programmes or projects. Experience working with development banks and private sector as well as on municipal and urban finance issues is an advantage. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For this position fluency in oral and written English is required. A good working knowledge of French is desirable.

## **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise which may be

followed by competency-based interview.

### **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 post 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.

### **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.

### **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.