

EXTERNAL/INTERNAL VACANCY ANNOUNCEMENT

Issued on: 17/11/2020

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Garowe - with frequent travels to other urban centers in Puntland
FUNCTIONAL TITLE:	Project Assistant
GRADE:	SB 4
POST DURATION	12 months, renewable subject to project continuity funds availability and performance.
CLOSING DATE:	30th November 2020

BACKGROUND

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 helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in with dignity. It 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. The post is located within the Somalia Programme, Regional Office for Africa (ROAF).

The NORAD-funded, Land-based Finance Project, looks at Land and Property Tax Revenue for Service Delivery, Reconstruction, Citizenship Building and Sustaining Peace. It aims scaling up, institutionalising and replicating the successful practices and interventions already undertaken to improve the ways in which property taxation is managed.

This Project aims to evaluate, improve and deploy land-based finance and support tools and practices to make a lasting contribution to land governance solutions. UN-Habitat has the mandate, proven expertise and robust partnerships required to address both the technical issues and the political dimension of intervening successfully on land issues in infant settings.

PROJECT GOAL, OUTCOMES AND OUTPUTS, 2020-2021

Through the Project, UN-Habitat and its implementing partners will learn from, strengthen and expand their land and property taxation work, with the aim of enhancing, institutionalizing and replicating good practices. The project includes an intensive learning, knowledge building and capacity development component. It will consist of interconnected streams of work, involving both normative and operational elements, coordinated from a central point for maximum impact.

Project Goal:

Good practices in land and property taxation in infant states consolidated, scaled up and institutionalized, as a contribution to local service delivery, reconstruction, citizenship building, security of tenure and sustaining peace.

The project has two main outcomes, (1) Revenue through land and property taxation increased and contributing to investment and (2) increased knowledge and capacity on how to establish, replicate, scale up and institutionalize land and property taxation approaches.

Responsibilities.

Under the overall coordination of the Officer in Charge and under the direct supervision of the Project Manager, the Project Assistant will perform the following duties:

- Support implementation of the NORAD-funded project;
- Carry out all necessary data collection for purpose of project reporting and implementation;
- Ensure proactive monitoring of the field activities, contributing to the timely implementation of the different project components;
- Coordinate with the government counterparts at all levels and other relevant stakeholders to create a shared vision and understanding;
- Organize and facilitate meetings with government counterparts and Land, Housing and Shelter branch of UN-Habitat;
- Provide substantial contributions to project reports, newsletters, technical reports, social media messaging, and website updates
- Assist in the preparation and delivery of presentations to various relevant counterparts and stakeholders;
- Organize and effectively participate in consultative sessions with the national counterparts, provide programme updates, solve and troubleshoot emerging issues and keep thematic leads well-informed;
- Share information and create synergies with relevant interventions to avoid duplication and for the purpose of maximum impact;
- Represent UN-Habitat in country technical advisory teams and coordination forums on land-based finance;
- Assist in preparation and conduction of diagnostic assessment of earlier interventions in the areas of land-based finance and provide recommendations on the way forward;

2. Effective communication and partnership building

- Actively communicate with the national counterparts in project locations on land-based finance-related activities;
- Attend biweekly meetings of the NORAD-funded core project team;

- Thorough gender sensitive analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to the programme and other policy documents;

3. Facilitation of knowledge building and sharing

- Synthesize good practices and lessons learnt of UN-Habitat initiatives for sharing among the team members;
- Sound contributions to knowledge networks and communities of practice

COMPETENCIES

Demonstrates integrity by modelling the UN values and ethical standards. Promotes the vision, mission, and strategic goals of UN-Habitat. Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

QUALIFICATIONS

Education

An advanced level university degree in development studies, public administration, land governance, business administration and international relations or other related social sciences is a requirement. A first level university degree in combination with additional four years of relevant experience may be accepted in lieu of the advanced university degree.

Work Experience

Proven work experience of at least three years with public sector entities as well as experiences in project management, moderation and representation and report writing and monitoring and evaluation is a requirement. Substantive experience in community mobilization, (local) governance, local economic development, solid waste management is an added advantage. Working experience with an INGO or UN is an asset.

Substantive knowledge in development issues in general and gender mainstreaming is desirable.

Language

Strong written and oral skills in both English and Somali are a requirement.

Other skills

Proven knowledge in project management, coordination and finance. Proactive, results oriented, independent, able to identify and carry out duties and responsibilities with minimum supervision. Mature, professional, supportive and cooperative in all matters within the work setting, problem-solving oriented. Maintain confidentiality with regards to all work-related issues.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply

Applications should include:

- 1) Motivation letter (maximum 1 page)
- 2) Completed United Nation Personal History Form (P.11) marked “Local Governance Officer for Land-based finance Project”

Qualified women are highly encouraged to submit their application.

Assessment Method

Evaluation of qualified candidates includes an assessment exercise which will be followed by competency-based interview and written test for short-listed candidates.

All applications should be submitted to:

Officer-in-Charge
UN-Habitat Somalia
P.O. Box 30030, Nairobi, Kenya
Email: Officer-in-Charge, UN-Habitat Somalia: unhabitat-som@un.org

Deadline for applications: 30th November 2020