

VACANCY ANNOUNCEMENT

issued on 27th November 2019

Functional Title:	Urban Development Associate
Duty Station of Assignment:	Rahovec with travel to other Kosovo municipalities
Type of Contract:	Service Contract/Individual Contractor
Duration of Assignment:	6 working months (with possibility for extension)
Closing date for applications:	12 December 2019

BACKGROUND

UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning and municipal administration since 1999. UN-Habitat is currently implementing the Inclusive Development Programme (2016-2021) which aims to build municipal planning and management capacities, strengthen the social contract and social cohesion, and enhance coordination within a framework of inter-municipal cooperation and multi-level governance with a view to foster inclusive development and good governance in northern Kosovo. The Programme is financed by the Swedish Development Cooperation and is jointly implemented with PAX and Community Building Mitrovica in seven partner municipalities.

Building on its knowledge, tools and expertise, the UN-Habitat Kosovo Office provides at the demand of partners, strategic and comprehensive package of support to build or complement municipal planning and management capacities, and other functions. In that perspective, UN-Habitat Kosovo Office and the municipality of Rahovec signed in May 2019 a Memorandum of Understanding to frame the collaboration between respective institutions around spatial planning support and public space development and management, and citizen dialogue which resulted into the project *Leading Urban Change in Rahovec through revitalisation of the Central City Square*. The project aims to promote urban regeneration and inclusive public space development through inclusive, transparent and innovative planning and design methods. Specially, the project will provide technical support to the international design competition process for the Central City Square in Rahovec municipality. The project is financed by the municipality of Rahovec.

For general information on UN-Habitat in Kosovo refer to the website:
<http://www.unhabitat-kosovo.org>

To support the implementation of this project, UN-Habitat is seeking an Urban Development Associate, who will fulfil the following duties and responsibilities under the direct supervision of the relevant Programme Officer/ Spatial Urban Planner.

PURPOSE OF THE POST

The general purpose of the post is to assist the Programme Officer/ Spatial Urban Planner in charge of conducting the smooth execution of the *Leading Urban Change project* in Rahovec.

MAIN TASKS OF THE POST

Under the general guidance and direct supervision of the Programme Officer/ Spatial Urban Planner, the incumbent's responsibilities will be as follows:

- 1) Assist the Programme Officer for the design and implementation of the project's activities;

- 2) Support liaising with partners and organizing various meetings and focus groups, etc.; and assist in the compilation of minutes from these meetings;
- 3) Provide support for (field) research, data collection and required mapping;
- 4) Provide inputs in the formulation and drafting of various visioning, competition and guidelines documents as applicable; and assist in strengthening the skills and experience of municipal counterparts in doing so;
- 5) Provide substantive and logistical support for the implementation of tailored spatial planning and urban design processes, i.e. local visioning, urban design competition, etc.;
- 6) Contribute to knowledge-management, communication and outreach activities of the project;
- 7) Prepare inputs according to reporting requirements of the project;
- 8) Assist with translation and interpretation, both verbal and written, when required. Provide language quality checks of written materials;
- 9) Provide logistical and administrative support and perform any other functions and tasks which may be required by the nature of the projects' activities.

DUTY STATION

The work shall be performed from UN-Habitat premises located in Rahovec. Travel to other Kosovo municipalities will be covered by UN-Habitat.

COMPETENCIES

Professionalism: - Knowledge and understanding of theories, concepts and approaches relevant to urban development and local governance; – 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, among which electronic sources on the internet, intranet and other databases; – Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

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.

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; -Uses time efficiently.

QUALIFICATIONS AND REQUIREMENTS

NOTE: The quality and extent of the person's qualifications, skills and experience in the requirements below will determine the grade/level to which a successful applicant will be appointed

Education and experience

- Advanced University degree (masters Level) in spatial planning, environmental planning, urban design, architecture, landscape architecture, or equivalent academic degree;
- One year practical experience (employment or internship) and technical expertise in related field;

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English and Albanian is required;
- Working knowledge of Serbian is an asset;

Others

- Good analytical, solution defining, creative and interpersonal skills;
- Experience in drafting talking points and presentations in support of meetings and workshops; in data collection and analysis; and in conducting research, summarizing material and literature review;
- Knowledge and understanding of innovative participatory planning and urban design approaches;
- Knowledge of online communication, networking and collaboration tools;
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners, incl. local level, youth groups, business community, etc.;
- Computer skill is a requirement (incl. for mapping and diagrams – Microsoft Office, computer-aided design (CAD) i.e. AutoCAD or ArchiCAD, Geographic Information System (GIS Software);
- Valid driving license and the ability to obtain a UN driver's license.

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
- Be willing to work across the entire partner municipalities geographical area, including temporary placements at other field offices
- 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
- Able to adapt to a multiethnic environment

HOW TO APPLY

Interested candidates must submit an email **quoting the post title and the duty station** to the following email address: **recruitment@unhabitat-kosovo.org**

with the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why they are the most suitable for the work
- **Completion of a CV in P11 Form** which can be downloaded at
http://unhabitat-kosovo.org/wp-content/uploads/2019/08/p11_form.doc

The CV shall include information on the past experience in similar projects and at least 3 references.

Deadline for applications: 12 December 2019

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org