



United Nations Human Settlements Programme

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Municipality of Rahovec

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VACANCY ANNOUNCEMENT

Issued on 25 March 2020

Functional Title:	Data Collection Assistant (3 positions)
Duty Station of Assignment:	Rahovec
Type of Contract:	Individual Contractor (IC)
Duration of Assignment:	2 working months
Closing date for applications:	8 th April 2020

BACKGROUND

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 is providing 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 Data Collector Assistants, who will fulfill the following duties and responsibilities under the direct supervision of the relevant Programme Officer/Spatial Urban Planner and Urban Development Associate.

PURPOSE OF THE POST

The general purpose of the post is to assist the UN-Habitat representatives at the municipality of Rahovec in the process of data collection for the International Design Competition of Central City Square in Rahovec.

SKILL SETS REQUIRED

Selected skills will be preferred, among which: ability to collect, record and interpret data; spatial and urban planning; transport and mobility planning; urban design; cultural heritage; infrastructure planning; architecture; engineering; geodesy; geography; and other related skills.

MAIN TASKS OF THE POST

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

- Attend a 1-2 days training about data collection on specific tools;
- Collect field data upon constructed or available tools, such as: physical environment, mobility, activities, use of space, accessibility, landscape, etc.
- Review survey documents in order to ensure the accuracy of data;
- Contact institutions for data collection;
- Filter data as necessary;
- Modify and digitize data;
- Present data in required form;
- Make report of data collection;
- Attend coordination meetings;
- Fulfill required tasks in time and as guided;
- Prepare a weekly report of data collection;
- Other related tasks.

DUTY STATION

The work shall be performed from UN-Habitat premises located in Rahovec.

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 sources, among which electronic sources on the internet 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 experience; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decision may not entirely reflect own position. *Planning & Organizing:* Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjust priorities as required; Allocates appropriate amount of time and resources for completing work; Uses time efficiently.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- Candidate shall be enrolled or have University degree (Bachelor or Master) in spatial planning, environmental planning, urban design, architecture, landscape architecture; engineering; geodesy; applied geography or related field.

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English and Albanian is required;
- Fluency (reading, writing and speaking) in Albanian is required.

Other skills

- Ability to collect data in an objective way;
- Experience in data collection and analysis; and in conducting research, summarizing material and literature review;
- Graphic and design skills;
- Knowledge of online communication, networking and collaboration tools;
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication with the team and with partners;

- Computer skills is a requirement (ArchiCAD or AutoCAD, Adobe Photoshop, Microsoft Office, GIS is an asset).

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;
- Sensitive to gender issues and issues of concern to vulnerable groups;

HOW TO APPLY

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

with the following documents/information to demonstrate their qualifications:

1. **Cover letter** explaining why they are the most suitable for the work
2. **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: 8th April 2020

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