

VACANCY ANNOUNCEMENT

Issued on 6 March 2025

Functional Title:	Policy Advisor for Sustainable Urban Development
Duty Station of Assignment:	Prishtina/Prishtina
Contract modality:	Service Contract (SB)
Duration of Assignment:	Through 30 June 2025 with possibility for extension
Closing date for applications:	20 th March 2025

BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is the lead United Nations agency for cities and human settlements. The agency 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 and sustainable development.

UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning and municipal administration since 1999. The agency provides technical assistance and capacity development to promote inclusive development, good governance, and sustainable spatial planning at both local and central levels. Through various initiatives, UN-Habitat Kosovo has supported activities in urban planning, housing, and addressing cultural heritage from a spatial planning perspective, integrating heritage consideration into planning frameworks and implementing urban development projects that enhance cultural heritage values. Building on its knowledge, tools and expertise, the UN-Habitat Kosovo collaborates with key stakeholders to promote sustainable urban development, participatory planning, and innovative approaches to spatial management.

PURPOSE

The overall purpose of this position is to support the implementation of UN-Habitat Kosovo's urban development initiatives by integrating culture, youth, and sports policies into sustainable urban planning. The Policy Advisor for Sustainable Urban Development will assist in policy analysis, stakeholder coordination, and project development related to cultural heritage, youth engagement, and public space revitalization. The role involves providing technical input on urban regeneration, adaptive reuse, and inclusive public spaces, as well as supporting data collection, feasibility studies, participatory planning processes, and institutional engagement at municipal and central levels.

SKILL SETS REQUIRED

The ideal candidate should have knowledge of spatial and urban planning, cultural heritage preservation, and sustainable development, along with an understanding of local governance, stakeholder engagement, and participatory processes. Strong analytical skills in data collection, interpretation, and policy analysis are essential, as well as familiarity with relevant planning and cultural heritage legislation in Kosovo. Proficiency in technical drawing, mapping, and visualization tools is also required.

MAIN TASKS

Under the general guidance and direct supervision of the Chief Technical Advisor and the Senior Spatial/Urban Planner, the Policy Advisor for Sustainable Urban Development will be responsible for:

1. Provide technical input on integrating culture, youth, and sports policies into sustainable urban development, ensuring alignment with UN-Habitat's principles and international best practices.
2. Support policy discussions, governance analysis, and institutional coordination related to integration of cultural heritage, youth engagement, and sports infrastructure into urban development.
3. Contribute to urban planning and regeneration efforts by integrating cultural heritage, adaptive reuse of historical sites, and public space revitalization.
4. Facilitate youth participation in urban governance and support the development of safe and inclusive public spaces.
5. Assist in aligning legislative frameworks and policies with Kosovo's urban agenda, EU integration processes, and global sustainability commitments.
6. Strengthen collaboration between the Ministry, municipalities, civil society, and international partners in urban development initiatives.
7. Support the preparation of project proposals for cultural, youth, and sports-related urban development projects.
8. Provide input for feasibility studies, urban planning documents, and participatory planning processes.
9. Support monitoring and evaluation of Kosovo institutions to assess the impact of cultural policies and initiatives on sustainable urban development.
10. Provide monthly progress reports to the UN-Habitat Kosovo Head of Office and inputs to progress reports for the Prishtina/ Pristina office; and
11. 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 Prishtina/Pristina with travel to the selected municipalities. Transport to and from work will be the employee responsibility. Travel to other municipalities than the duty station will be covered by the project.

COMPETENCIES

Professionalism: Demonstrates expertise in urban development, cultural heritage integration, and participatory planning. Possesses strong analytical and research skills, with the ability to collect, evaluate, and interpret data using various methods and sources, including online databases and research platforms. Maintains a high level of responsibility, efficiency, and commitment to meeting deadlines and delivering high-quality results.

Teamwork: Works collaboratively with colleagues, stakeholders, and institutional partners to achieve organizational objectives. Values diverse perspectives, actively seeks input from others, and fosters an inclusive work environment. Demonstrates flexibility, openness to learning, and a commitment to supporting collective decisions even when they differ from personal views.

Planning & Organizing: Develops clear and realistic goals aligned with strategic priorities, effectively manages tasks, and adapts to changing priorities as needed. Allocates resources efficiently, ensures timely completion of work, and maintains a structured approach to problem-solving and project implementation.

Communication: Demonstrates strong verbal and written communication skills, with the ability to convey complex information clearly and concisely. Engages effectively with diverse stakeholders, facilitates discussions, and articulates policy recommendations in a persuasive and structured manner.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- Advanced university degree (Master's level or higher) in Architecture, Urban Planning, Cultural Heritage, Urban Conservation, or a related field.
- Minimum of 10 years of relevant experience in urban planning, cultural heritage preservation, spatial development, or sustainable urban policies.
- Strong knowledge of participatory urban governance, stakeholder engagement, and institutional coordination.
- Experience in policy development, research, data collection, and analysis related to urban and cultural heritage planning.
- Proficiency in preparing technical reports, talking points, and presentations for meetings, workshops, and policy discussions.
- Excellent digital skills, including Microsoft Office, GIS, and CAD software such as AutoCAD or ArchiCAD.

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English is required – reading, writing and speaking; and
- Fluency (reading, writing and speaking) of at least one local language of Kosovo is required.

Others

- Good analytical, solution defining, creative and interpersonal skills;
- Knowledge and understanding of innovative participatory planning, urban design, integrated culture heritage approaches.
- Knowledge of online communication, networking and collaboration tools;
- Capable of working in a team and taking initiative to ensure smooth relations and open communication within the team and with partners, incl. local level, and other entities, etc.;
- Experience working with UN system is an advantage; and
- Valid driving license and the ability to obtain a UN driver's license.

Special considerations

The candidate should be:

- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed;
- Be willing to work across the entire partner stakeholder's 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 multi-ethnic environment.

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:

<https://bit.ly/4adZ5ot>

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

3. **Diplomas and copy of Passport or National ID Card.**

Deadline for applications: 20 March 2025

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