

VACANCY ANNOUNCEMENT

Issued on 8 April 2025

Functional title:	Project Support Officer – Local Development and Cultural Heritage
Duty station of assignment:	Leposavic and home office
Contract type:	Individual Contract (Consultancy Assignment- IC)
Duration of assignment:	1.5 w/months over the period from April –July 2025
Closing date for applications:	17 April 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 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.

UN-Habitat has supported activities addressing cultural heritage from a spatial planning perspective—integrating heritage considerations into Municipal Development Plans and Zoning Maps, and implementing capital projects that have enhanced the cultural values of key sites.

Building on its expertise, tools, and knowledge, the UN-Habitat Kosovo Office continues to provide strategic and comprehensive support to partners upon request. In this context, UN-Habitat Kosovo and the Ministry of Culture, Youth and Sports in Kosovo are collaborating on a series of activities to promote the sustainable spatial development of cultural heritage sites through integrated conservation, participatory processes, and innovative planning and design approaches that balance community needs and long-term development priorities.

PURPOSE OF THE ASSIGNMENT

The Project Support Officer – Local Development and Cultural Heritage for the Municipium D.D. Socanica, Leposavic will be responsible for leading the kickoff and initial implementation of activities at the archaeological site of Municipium D.D. Socanica. This role involves contributing to the coordination and execution of activities in line with best practices in cultural heritage conservation, spatial planning, architecture, and the creative economy. Emphasis will be placed on supporting initiatives that leverage the creative economy as a catalyst for sustainable development, fostering innovative cultural and economic opportunities to enhance the site's long-term viability.

The expert will work under the guidance of UN-Habitat Kosovo's Urban/Spatial Planning Advisor and in collaboration with Urban/Spatial Planning Associates, national and local heritage management authorities, and other relevant stakeholders. Their contributions will help ensure a well-structured and efficient launch of the project, supporting the integration of heritage preservation with economic and urban planning objectives to promote sustainable development.

SKILL SETS REQUIRED

The position requires proven experience in local development planning, civic engagement, and coordination of multidisciplinary activities, with a focus on cultural heritage and participatory processes. The candidate should demonstrate the ability to support municipal-level initiatives, facilitate stakeholder dialogue, and contribute to sustainable revitalization efforts in sensitive contexts. Familiarity with cultural heritage regulations, public consultations, and community-driven development is essential.

MAIN TASKS

Under the general guidance and direct supervision of the Urban/Spatial Planning Advisor and the Head of the Programme Management Unit, the Project Support Officer – Local Development and Cultural Heritage for the Municipium D.D. Socanica, Leposavić will contribute to the following tasks:

- 1) Support the development and coordination of activities at the archaeological site of Municipium D.D. Socanica, ensuring alignment with principles of cultural heritage conservation, spatial planning, and creative economy initiatives.
- 2) Contribute to research and analysis of the site's potential, including historical background, legal frameworks, and comparative practices in sustainable heritage management.
- 3) Assist in developing a shared vision for the site's revitalization that considers both cultural value and contemporary development opportunities.
- 4) Support the preparation of adaptive reuse and business model concepts that promote economic sustainability and community engagement.
- 5) Help coordinate stakeholder engagement processes, including consultations and workshops with public institutions, academic experts, donors, civil society, and private sector actors.
- 6) Ensure contributions to project compliance with national and international frameworks on cultural heritage, urban development, and environmental sustainability.
- 7) Engage in identifying and applying digital and AI-driven tools that support innovative approaches to site planning and management.
- 8) Coordinate with technical experts in architecture, urban design, and conservation to inform planning documents and project proposals.
- 9) Draft and contribute to reporting on progress, lessons learned, and strategic recommendations for enhancing project impact.
- 10) Contribute to the municipality's local planning and development framework and related strategic documents through technical inputs, coordination support, and stakeholder engagement.
- 11) Perform other duties as required to support the successful implementation of the project and its integration into local development processes.

DELIVERABLES AND IMPLEMENTATION SCHEDULE

Over the course of the 3-month engagement at 50% capacity, the Project Support Officer – Local Development and Cultural Heritage will contribute to laying the groundwork for the long-term revitalization of the Municipium D.D. Socanica site. The assignment focuses on research, stakeholder engagement, and early planning for governance, sustainability, and preservation. Deliverables will be developed in collaboration with project partners and stakeholders and include:

- 1) Baseline Report: Overview of the site's legal, economic, historical, and cultural context, including a review of relevant frameworks and funding opportunities.
- 2) Stakeholder Mapping and Engagement Plan: Identification of key actors and development of a strategy to engage government, civil society, academia, donors, and the private sector.

- 3) Support the preparation and delivery of a visioning workshop with academic partners from Sweden, aimed at defining a shared vision for the future of Municipium D.D. Socanica, including workshop facilitation, and coordination with academic and institutional partners; supporting the organization and implementation of the workshop, and documenting outcomes and developing a concise summary report capturing the vision, proposals, and recommended next steps.
- 4) Governance and Funding Model Proposal: Initial outline of potential governance structures and sustainable financing mechanisms for the site's management and reuse.
- 5) Strategic Input to Local Development Framework: Contribution to municipal planning processes related to cultural heritage, spatial planning, and sustainable mobility.
- 6) Stakeholder Feedback Summary: Documentation of feedback and insights from consultations, including recommendations for refining planning approaches.
- 7) Site Potential Assessment: Support the evaluation of the site's value and potential across cultural, social, and economic dimensions.
- 8) Strategic Roadmap: Step-by-step guidance for moving from planning to implementation, including legal, institutional, and financial considerations.
- 9) Adaptive Reuse and Sustainability Report: Support the exploration of creative economy-based reuse options, including business models for long-term viability.
- 10) Monthly Progress Updates: Brief reports highlighting achievements, challenges, and key activities undertaken each month.
- 11) Perform any other duties as required to support the successful implementation of the assignment.

DUTY STATION

The work shall be performed from home office with missions to Municipium D.D. Socanica, Leposavic and from UN-Habitat Prishtina Office. Travel to Prishtina office will be covered by the project.

PROGRESS CONTROLS AND PAYMENT INSTALLMENTS

The fees will be paid in instalments upon completion and acceptance of the outputs as specified in section Deliverables and Schedule above. A time sheet must be submitted by the individual contractor, duly approved by the Head of Office which shall serve as the basis for the payment of fees. Payment amount will be based on actual days worked for that period.

COMPETENCIES

Professionalism: Demonstrates professional competence and mastery of subject matter; – 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.

Communication: Excellent and effective written and oral skills; ability to persuade people with varying points of view and to present information in a concise and accurate manner, ability to clearly communicate links between the organizations.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- Advanced university degree (Master's level or higher) in a relevant field such as Economics, Urban or Regional Development, Cultural Heritage, Architecture, Urban Planning, Creative Industries, or related disciplines.
- A minimum of 7 years of progressively responsible experience in project coordination, local development, cultural heritage management, or economic development, with demonstrated contributions to multidisciplinary planning processes.
- Proven experience in supporting visioning processes, stakeholder engagement, and the development of strategic or business models related to cultural heritage or urban revitalization.
- Familiarity with institutional and legal frameworks governing cultural heritage, spatial planning, and sustainable development, including experience applying them in practice.
- Experience working in complex or post-conflict settings and with diverse stakeholders, including government entities, civil society, and academic institutions.
- Strong facilitation, coordination, and communication skills, with the ability to prepare high-quality written outputs, reports, and policy recommendations.
- Knowledge of digital and AI-supported tools in planning or heritage-related projects is considered an asset.

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English is required – reading, writing and speaking; and
- Fluency in Serbian is required due to the location of assignment.. Knowledge of Albanian is an asset.

Others

- Good analytical, solution defining, creative and interpersonal skills;
- Demonstrated knowledge and understanding of innovative participatory planning and urban design approaches;
- Familiarity with online communication, networking, and collaboration tools;
- Ability to work effectively in a multidisciplinary team and to proactively maintain smooth communication and collaboration with partners at all levels, including local and central level institutions.
- Experience in developing visioning statements, business models and cultural programs for protected cultural assets is considered an asset.
- Prior experience working with the United Nations system is an advantage; and
- Excellent digital skills are required, incl. Microsoft Office.
- Experience with AI tools and methodologies applied in urban planning, cultural heritage, or local development contexts is considered an asset.

Special Considerations

The candidate should be:

- Demonstrate a strong sense of responsibility and professionalism, ensuring tasks are completed in a timely and thorough manner.
- Show willingness to engage with stakeholders across the project's geographic area, including on-site coordination and fieldwork when necessary.

- Display sensitivity to gender issues and issues of concern to vulnerable groups.
- Remain flexible and prepared to pursue goals through teamwork.
- Meet deadlines and deliver high-quality outputs for all assigned tasks and reporting.
- Express enthusiasm and willingness to continue learning new skills and to share experiences with other team members.
- Adapt effectively to a multi-ethnic and multicultural environment.

HOW TO APPLY

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

3. **Financial Proposal.** The offeror's letter including form for the financial proposal can be downloaded at:
http://unhabitat-kosovo.org/wp-content/uploads/2019/08/Financial_proposal_IC.docx
4. **Copy of Diplomas and copy of Passport or National ID Card.**

Deadline for applications: 17 April 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