

## VACANCY ANNOUNCEMENT

*Issued on 28 May 2025*

<b>Functional title:</b>	International Housing Expert
<b>Duty station of assignment:</b>	Home office and Prishtina/Pristina
<b>Contract type:</b>	Individual Contract (Consultancy Assignment- IC)
<b>Duration of assignment:</b>	60 working days over the period from June 2025 –May 2026
<b>Closing date for applications:</b>	8 June 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. In addition, UN-Habitat has implemented the Inclusive Development Programme (2016-2021+) which aimed 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.

Currently, UN-Habitat is supporting the Ministry of Environment, Spatial Planning and Infrastructure (MESPI), particularly the Department of Planning, Construction and Housing of M housing related ESPI in the implementation of the Social and Affordable Housing Support Programme for Kosovo, developed based on the Feasibility Study on Adequate Social Housing Programme for Kosovo implemented by UN-Habitat Kosovo.

### PURPOSE OF THE ASSIGNMENT

The International Housing Expert will provide high-quality expertise to support the Social and Affordable Housing Support Programme for Kosovo. The expert will conduct specific activities derived from the Feasibility Study on Adequate Social Housing and will provide technical assistance and peer reviews (including written suggestions and recommendations) on outputs produced by MESPI and related institutions. The expert will work closely with the UN-Habitat Kosovo team, including the Programme/Task Manager, local experts, and other relevant stakeholders.

### SKILL SETS REQUIRED

A range of skills will be required: the ability to draft and interpret housing-related legislation, strong knowledge of housing policy and finance, including affordable housing schemes (including affordable housing loans/regulations), experience in housing rights, land management, housing construction, and databases; competence in data analysis and policy writing. Experience in post-conflict areas is an added advantage.

### MAIN TASKS

Under the general guidance and direct supervision of the Programme Manager/Task Manager, the International Housing Expert will be responsible for performing the following main tasks:

- 1) Review of all materials produced by MESPI (manual, criteria, draft laws etc.)
- 2) Review documents related to the establishment of Project Implementation Units (PIUs)
- 3) Plan and facilitate technical workshops on municipal housing proposal development. Number and content of workshops will be determined in close coordination with the Programme Manager/Task Manager.
- 4) Provide technical advisory support for the drafting of by-laws related to social and affordable housing, including written inputs, suggestions, and recommendations.
- 5) Review and provide input to the draft housing policy being developed by other experts, including suggestions and recommendations to strengthen the content.
- 6) Perform any additional duties related to housing and urban development, as may reasonably arise during the course of the assignment, and as requested by the Programme Manager/Task Manager.
- 7) Participate in regular and ad-hoc consultative meetings with UN-Habitat and MESPI to provide expert input and ensure alignment on programme activities.
- 8) Prepare and submit mission reports.

## **DELIVERABLES AND IMPLEMENTATION SCHEDULE**

The International Housing Expert will be responsible for delivering the following main outputs within the specified timeline:

This consultancy should include but not be limited to the following list of activities:

<b>Nr.</b>	<b>Tasks</b>	<b>Deliverable</b>	<b>Location</b>	<b>Duration (w/days)</b>	<b>Timeline</b>
1.1	Review of all relevant documents produced by MESPI related to PMU/PIU, etc.	Written input and recommendations provided	Home office	9	June 2025
1.2	Planning and organizing housing-related workshops (number to be decided in consultation with UN-Habitat and MESPI)	Workshops conducted	Home office and Prishtina	20	July-September 2025
1.3	Provide technical advisory support related to the drafting of respective by-laws related to social and affordable housing by providing written input, suggestions and recommendations.	Support provided, and all written input submitted	Home office	30	Sept 2025 – May 2026
1.4	Draft and submit the final mission report for UN-Habitat.	Final report submitted	Home office	1	
		<b>Total days</b>		<b>60</b>	<b>May 2026</b>

## **DUTY STATION**

The work shall be performed from home office with three missions (timing to be agreed with UN-Habitat staff, respectively the Programme Manager/Task Manager) to Prishtina. Missions to Prishtina will be covered by the project.

## **PROGRESS CONTROLS AND PAYMENT INSTALLMENTS**

The fees will be paid in instalments upon satisfactory 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 preferably in urban management studies, architecture, planning and development studies plus professional practical experience in related field;
- At least 15 years' experience in developing the housing programme concepts/proposals (including for IFIs), including project costs, timeline, responsible parties, etc;
- Experience in the assessment of the legal & regulatory frameworks in support of the social housing sector (housing database at central level; social welfare and housing registry at municipal level; housing support/unit allocation at central level; social welfare and housing registry at municipal level; housing support/unit allocation modality and criteria; actual social housing schemes and implementation capacities);
- Familiar with various housing issues/topics (housing rent/finances/loans, government debts/international agreements with IFIs), social housing buildings maintenance, housing and spatial planning documents, gender, the right to adequate housing, etc.);
- Experience in EU countries and Kosovo would be considered desirable;
- Good knowledge and understanding of best practices in good governance, public participation in relation to the development of housing policies/strategies, housing planning and development, etc. International experience would be an advantage;
- Familiar with international declarations related to housing, social housing best practices, etc.;
- High level of interpersonal skills. Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners;
- Good analytical, solution defining and creative skills;
- Computer skill is a requirement;

### **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 will be an additional advantage.

#### Others

- Outstanding experience within the housing sector, incl. housing legislation and policies, housing rights; housing finance, management and maintenance of the housing stock, housing IT platforms, and housing programmes;
- Excellent knowledge and understanding of the best practices within the field of housing and urban management. International experience would be an advantage.
- Solid experience of working and negotiating with various teams and a wide range of actors;
- Good analytical, solution defining, creative and interpersonal skills;
- Computer skill is a requirement;

#### 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
- Able to work under pressure in diverse environments with minimum supervision
- 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

## **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](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](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: 8 June 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](mailto:recruitment@unon.org)*