

VACANCY ANNOUNCEMENT

Issued on 2 June 2025

Functional title:	Housing Officer (multiple positions)
Duty station of assignment:	Prishtina/Pristina office with travel to other municipalities
Contract type:	Service Contract (SC)
Duration of assignment:	6 months (with possibility of extension)
Closing date for applications:	14 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.

Currently, UN-Habitat is supporting the Ministry of Environment, Spatial Planning and Infrastructure (MESPI), specifically the Department of Planning, Construction and Housing, in implementing the Social and Affordable Housing Support Programme for Kosovo, derived from the Feasibility Study on an Adequate Social Housing Programme for Kosovo, which focuses on strengthening institutional capacities, improving housing policies and frameworks, and advancing access to adequate and affordable housing.

PURPOSE OF THE ASSIGNMENT

The Housing Officers will support the development and implementation of by-laws, regulations, housing policy documents, data collection, digitalization, and other related activities within the framework of the Social and Affordable Housing Support Programme for Kosovo. Specifically, the experts will provide technical assistance and conduct peer reviews, offering suggestions and recommendations, on outputs produced by the Ministry of Environment, Spatial Planning and Infrastructure (MESPI) and its relevant departments. They will work in close coordination with the Chief Technical Adviser (CTA), Programme Manager, Task Manager, International Housing Experts, and other key stakeholders.

SKILL SETS REQUIRED

A range of skills will be required: the ability to draft or interpret the legislative framework relating to housing and a good working knowledge of the housing policy and finance (including affordable housing loans/regulations), housing structures (local/central level), housing rights, land management, housing construction sector, housing database; ability to collect and interpret data, and writing experience (policy recommendations). Experience in post-conflict areas is an added advantage.

MAIN TASKS

Under the general guidance and direct supervision of the Chief Technical Advisor, Programme Manager and Task Manager, the Housing Officers will be responsible for performing the following main tasks:

1. Provide technical support in planning and coordinating specific processes related to the implementation of housing programme activities, including bilateral and multilateral meetings, working groups, workshops, presentations, conferences, and other relevant events.
2. Support the planning and coordination of processes related to the development of housing policy documents, the legal framework, housing database, and associated participatory processes.
3. Assist in drafting key documents—such as workplans, working materials, meeting notes, workshop reports, and other relevant documentation—within the framework of the housing programme, to strengthen coordination and transparency among all stakeholders.
4. Support (field) research, data collection, and required mapping, and contribute to spatial analysis and visualization activities.
5. Provide logistical support for the organization of meetings, workshops, trainings, and other events, including liaison with partners; and assist in drafting meeting minutes.
6. Contribute to knowledge management, communication, and outreach efforts, including the preparation of social media content and graphic design materials.
7. Assist with translation and interpretation (verbal and written) as needed and review the quality of language in documents.
8. Support logistical and administrative tasks related to the implementation of programme activities.
9. Provide substantive support in the preparation and delivery of selected activities and materials, such as trainings, meetings, and events related to the UN-Habitat Kosovo programme portfolio.
10. Submit monthly progress updates and contribute inputs for reports to the UN-Habitat Kosovo Office.
11. Perform any other duties and tasks required by the nature of the programme activities.

DUTY STATION

The work shall be performed in Prishtina/Pristina with travel to the selected municipalities. Transport to and from work will be the employee's responsibility. Travel to other municipalities will be covered by the project.

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 in urban management, architecture, housing, spatial or urban planning, development studies or social sciences;
- Experience in analyzing Kosovo's legal and regulatory frameworks related to the housing and/or related sectors (both at central and local level);
- Strong understanding of Kosovo's institutional setup and inter-institutional coordination in housing and social welfare;
- Familiarity with Kosovo's challenges in implementing housing rights, gender-sensitive housing policies, and ensuring access to adequate housing for vulnerable groups.
- Experience working in Kosovo and/or the Western Balkans is essential; experience in EU member states and with EU-funded projects is an asset.
- Solid understanding of inclusive governance practices and public participation processes, especially in housing policy development at both national and municipal levels.
- Strong interpersonal and communication skills, with the ability to work effectively in a multicultural and decentralized environment, including close cooperation with local authorities and civil society.
- Excellent research and documentation skills, including data analysis, literature review, and preparation of concise policy summaries in both Albanian and English (knowledge of Serbian is an advantage).
- Experience in organizing and supporting workshops, consultations, and public meetings, including preparation of talking points, reports, and presentations.
- Proficiency in digital tools, including Microsoft Office, AutoCAD/ArchiCAD, GIS software (ArcGIS/QGIS), Kobo Collect, and other relevant applications for data collection, mapping, and visualization.

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 an advantage.

Others

- 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 skills are required;

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: **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: 14 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