

## VACANCY ANNOUNCEMENT

*Issued on 2 June 2025*

<b>Functional title:</b>	GIS Expert
<b>Duty station of assignment:</b>	Prishtina/Pristina office with travel to selected municipalities
<b>Contract type:</b>	Service Contract (SC)
<b>Duration of assignment:</b>	6 months with possibility of extension
<b>Closing date for applications:</b>	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. 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) specifically the Department of Planning, Construction and Housing to implement the Social and Affordable Housing Support Programme for Kosovo.

### PURPOSE OF THE ASSIGNMENT

The GIS Expert will support the establishment and maintenance of a comprehensive Social and Affordable Housing GIS Database for Kosovo, under the framework of the Social and Affordable Housing Support Programme, based on the Feasibility Study on Adequate Social Housing. This includes digitizing available housing data, managing digital data collection (e.g., KOBO Collect), and integrating spatial and non-spatial data from central and municipal institutions. The Expert will work in close collaboration with the Ministry of Environment, Spatial Planning and Infrastructure (MESPI), selected municipalities, and the UN-Habitat team, including the Chief Technical Adviser (CTA), Programme Manager, Task Manager, Housing Officers, and other stakeholders.

### SKILL SETS REQUIRED

A range of skills will be required:

- Proven experience in GIS systems (ArcGIS, QGIS, etc.) and spatial database development
- Experience with KOBO Toolbox/Collect or similar data collection tools
- Strong skills in data analysis, mapping, spatial visualization, and digital tools for planning and housing
- Familiarity with housing data, building inventories, and land management systems

- Understanding of social and affordable housing concepts and related legal/institutional frameworks
- Experience working in post-conflict or transition contexts is an asset
- Excellent communication, coordination, and teamwork skills
- Experience with knowledge-sharing, reporting, and digital content preparation is desirable

## MAIN TASKS

Under the supervision of the CTA, Programme Manager, and Task Manager, the GIS Expert will:

1. Develop and manage a **GIS-based database** for social and affordable housing at national and municipal levels
2. Design and implement digital **data collection tools (KOBO Collect)** and support field data collection efforts
3. Compile, digitize, and structure existing data on **social housing buildings/units**, including location, typology, condition, and legal/ownership status
4. Produce maps, dashboards, and spatial visualizations for use in reports, presentations, and decision-making
5. Support the integration of GIS data into housing profiles, strategies, and planning documents
6. Assist with capacity-building and training activities for MESPI and municipal staff on the use of GIS and KOBO tools
7. Contribute to knowledge management and communication, including visual materials and online content
8. Support the organization of meetings, workshops, and trainings, including preparing technical content and documentation
9. Provide regular progress updates and contribute to internal and donor reporting
10. Perform other related duties as required in support of the Programme's implementation

## DUTY STATION

The duty station is 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/urban planning, development studies, geography, or related social sciences.
- Minimum of 5 years of relevant professional experience, preferably in the housing, spatial planning, or GIS sector.
- Demonstrated experience in analyzing Kosovo's legal and regulatory frameworks related to housing, spatial planning, and social welfare (at both central and municipal levels).
- In-depth understanding of Kosovo's institutional landscape, including inter-institutional coordination mechanisms in the housing and social welfare sectors.

### **Technical competencies:**

- Proven experience in the development and use of GIS platforms (such as ArcGIS or QGIS) for data management, spatial analysis, and mapping.
- Proficiency in Kobo Collect or similar digital data collection platforms.
- Experience in digitizing and managing spatial and non-spatial data related to housing, infrastructure, or land use.
- Solid grasp of data analysis, spatial visualization, and integration of GIS outputs into policy documents and technical reports.
- Familiarity with AutoCAD/ArchiCAD or similar design and drafting software is an asset.

### **Contextual and policy knowledge:**

- Good knowledge of inclusive governance and participatory processes, particularly as they relate to housing policy and planning in Kosovo.
- Understanding of housing-related challenges in Kosovo, including gender-sensitive policies, housing rights, and access to adequate housing for vulnerable groups.
- Prior experience working in Kosovo and/or the Western Balkans is essential; exposure to EU countries and EU-funded programmes is considered an advantage.

### **Language and communication:**

- Excellent communication and writing skills in Albanian and English; knowledge of Serbian is an advantage.
- Experience in drafting technical reports and presentations.
- Strong interpersonal skills, with the ability to work collaboratively in multicultural and decentralized settings, including with local institutions and civil society organizations.
- Experience supporting consultations, public meetings, and capacity-building workshops, including preparation of talking points and documentation.

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