

## Vacancy Announcement

<b>Vacancy No.</b>	VA-025-2017-FT	<b>Issue Date</b>	<b>10 July 2017</b>
		<b>Deadline</b>	<b>20 July 2017</b>
<b>Post Title</b>	<b>Shelter Programme Associates</b>	<b>Type of Contract</b>	Fixed Term
		<b>Level</b>	(G6)
<b>Duration</b>	Six months with possibility of extension	<b>Location</b>	UN-HABITAT Iraq Programme Office, Baghdad

### Background

The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for human settlements. It 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. UN-HABITAT has been working in Iraq since 1997 for development and humanitarian support. UN-HABITAT works closely with the Government of Iraq (GoI) in the implementation of its full programme of support at national and provincial levels in the areas of housing, land, urban governance, municipal planning and development, and service delivery such as social infrastructures, water & sewage facilities, schools and education facilities. The programme is managed by based teams of internationally and locally employed staff led by the Head of Iraq Programme.

I have to attend the BOS workshop in Erbil 22 and 23 July, UNDP wants us to gather to talk about it. RC office are paying

The political unrest and the subsequent crisis in Iraq resulted in massive internally displaced persons (IDPs) throughout the country where more than 1,680,000 Iraqis (270,000 families) were internally displaced between Feb 2006 and Feb 2011. Of the IDPs displaced as a result of the 2006 crisis, 954,128 remain displaced according to MoMD. New waves of displacement, due to the crisis in Anbar and then in Mosul have resulted in further displacement, and the number of IDPs in Iraq had reached about 3.2 million in September 2015. The recent rise of the group called the Islamic State and its expansion exacerbated the forced displacement in Iraq – for example, the number of IDPs more than quintupled from 96,000 to 520,000 in Dohuk Governorate in the Kurdistan Region of Iraq within a month between August and September 2014. As the crisis in the region prolongs, IDPs are in need of mid-term, more sustainable support, not only rapid emergency response that have been mainly provided by the international community so far.

Given the protracted nature of the crisis, the governorates have identified the provision of durable shelters to IDPs as one of their top priorities. While emergency camps and temporary housings meet the immediate needs of those fleeing the crisis, global trends show that with protracted displacement, informal sites tend to turn into urban slums. The durability of the prefabricated shelter units and the infrastructure as well as service facilities (developed by UN-Habitat and its partners) contribute in providing environmentally sustainable and dignified solutions to the crisis in Iraq, preventing emergence of urban slums that would create additional challenges in the country. Establishment of the durable shelter sites is also required to avoid risks of heightening tensions between IDPs and host communities, contributing to conflict prevention and mitigation in the hosting areas of IDPs. Recently, UN-Habitat launched a new initiative to construct new shelter sites for IDPs provided with durable shelters, basic infrastructure and social services within the project **“Humanitarian support to IDPs in the Republic of Iraq including the Kurdistan Region of Iraq through provision of durable shelter”** in three Governorates of Dohuk, Baghdad and Kerbala, where concentration of IDPs are the highest and/or the need for support is dire. The project aims to enhance self-reliance and improve living conditions of IDPs through provision of prefabricated durable shelters and basic services in the shelter sites.

Durable solutions for IDPs are achieved once displaced people feel their rights as citizens have been fully reinstated. UN-Habitat supports achieving durable shelter solutions for IDPs, with a focus on those living in camps and informal settlements. The organization provides support to the Government of Iraq to address the challenges related to the internally displaced persons (IDPs) living mainly in precarious conditions in informal settlements throughout the country within the **“National Programme for Rehabilitation and Regularization of Informal Settlements/IDP Areas in Iraq**

### Duties and Responsibilities

Under the direct supervision of the Head of Iraq Programme the **Shelter Programme Associate** will be expected to perform, inter alia, the following tasks:

**Technical:**

- Prepare regular project progress reports, meeting reports and updating of emergency situations with strategy directions. Draft project proposals / concept notes with relevant budgets.
- Prepare routine reports/presentations regarding shelter/housing projects in emergency/recovery and specialist briefings for donors, project partners, UN team and other forums.
- Attend and report on meetings with project stakeholders, government officials, representatives from other UN agencies, consultants, etc.
- Lead on the preparation of procurement and tender documents and review/analyze/ follow up on offers to ensure completeness/compliance with UN Financial Rules and Regulations, adherence to technical specifications, and follow up on the appropriate and timely delivery services.
- Lead on the review and verification of all requests for contract payments and variation orders submitted for services/ works to prepare recommendations.
- Review technical reports of project consultants.
- Provide architectural advice and service whenever required; (design of buildings, housing units and site planning).
- Ascertain most suitable shelter support options in close liaison with the refugee communities and prepare technical documentations and schedules for procurement act as gender focal point for UN-HABITAT, providing gender advice for the projects during the design stage and implementation.
- Supervise and administer the day to day technical activities.
- Actively participate in developing work plans of the shelter activities.
- Make site visits and spot checks to monitor and verify progress and quality of works.
- Ensure that shelter activities are implemented in accordance with the Agency standards and planning as well Government rules and regulations.

**Managerial**

- Project management in accordance with approved work-plan. Tasks include co-ordination of project team activities and associated technical arrangements, alignment with available budget.
  - Lead on the implementation of various project activities including trainings, in coordination with field staff.
  - Prepare technical documentation and agreements related to procurement of services, supplies and equipment.
  - Organizing conferences, training sessions and stakeholder consultation meetings inside or outside the country.
  - Meet with government counterparts, UN and NGOs on project implementation outcomes and results; undertake a change of scope according to findings or changing situation on the ground.
  - take part/lead in coordination meetings with other UN implementing partners
  - Communicate and establish good relationships with partners, and agree the project contents with them and a reporting and communication mechanisms.
  - Provide continuous monitoring of the implementation of the shelter support, ensuring quality control plus monitor the implementation of the municipality support.
- Organize with governorate and municipality the provision of tenure documents to support the tenure security of IDP and refugees families

**UN Core Values and Competencies**

**Professionalism:** Sound analytical and problem solving skills, plus ability to handle a range of equipment used in communication.

**Teamwork:** Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning & Organizing:** Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

**Communication:** Excellent communication (spoken and written) skills and demonstrated ability to explain UN security policies and procedures.

**Technology Awareness:** Proficiency in computer software applications (Word, Excel, access and Power Point), use of office and radio communication equipment.

**Client orientation:** Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

### Qualifications and Experience

**Education:**

University Degree in Civil Engineering.

**Experience:**

- A minimum work experience of 4 to 6 years in UN or other international organizations in Iraq.
- Well experienced in Public Infrastructure and Services.
- Qualified skill in monitoring and preparing reports.
- Mature, professional, supportive and cooperative in all matters within the work setting.
- Good knowledge on UN or INGO's programmes in Iraq and related knowledge products.
- Good knowledge and experience on slum upgrading programmes.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

**Languages:**

Fluency in oral and written English and Arabic is required.

### HOW TO APPLY

- Interested candidates should complete the attached United Nations Personal History form (P.11) and their CV's forward it electronically at the following email address no later than the deadline: [jobs@unhabitatiraq.org](mailto:jobs@unhabitatiraq.org)
- Please indicate the **post** and **vacancy number** only in the subject filed of your email.

**Notes:**

- Only short-listed candidates will be notified.
- UN-HABITAT reserves the right to re-classify the post.
- Only Iraqi nationals will be considered for the post in Baghdad, Iraq.

**UN-HABITAT gives paramount consideration in ensuring the highest standards of efficiency, competence and integrity in its recruitment process of personnel. To ensure fairness and transparency, selection of candidate will be made on a competitive basis through a selection panel.**

**UN-HABITAT does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). UN-HABITAT does not concern itself with information on bank accounts.**