CONSULTANT VACANCY ANNOUNCEMENT

**Issued on 26 August 2019**

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LOCATION:</th>
<th>UN-Habitat office in Tehran, Islamic Republic of Iran</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUTY STATION:</td>
<td>Kermanshah - I.R. Iran (with frequent travel to Tehran)</td>
</tr>
<tr>
<td>FUNCTIONAL TITLE:</td>
<td>Project Manager Humanitarian Protection and Community Rehabilitation in Kermanshah Province</td>
</tr>
<tr>
<td>DURATION:</td>
<td>6.5 Months</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>8 Sep. 2019</td>
</tr>
<tr>
<td>Start Date</td>
<td>Mid-September 2019</td>
</tr>
</tbody>
</table>

**Terms of Reference**

**Introduction**

UN-Habitat’s Tehran Office was established in 2009 to strengthen cooperation between the Islamic Republic of Iran and UN-Habitat, to contribute towards capacity building in the themes of sustainable urban development through policy development, institutional implementation and improvement of required skills and to promote UN-Habitat mandated activities in Iran, particularly in the field of earthquake resistance construction.

UN-Habitat has received a fund from GoI to conduct Humanitarian Protection and Community Rehabilitation in Kermanshah Province, Islamic Republic of Iran. The objective of this engagement is to assist recovery and protection of the communities affected by Kermanshah (2017) Earthquake to help vulnerable groups return to an acceptable level of normal life thus enabling them becoming active members of their communities; and focus on different levels of disaster response/ preparedness based on lessons learnt to enhance the effectiveness of reconstruction and rehabilitation processes. is to develop the consensus-driven analytical foundation required for longer-term investments to reduce risk in the health sector in Iran.
This project is a complimentary activity for the valuable activities of diverse agencies, including the Government of Kermanshah and the Government of Islamic Republic of Iran in areas affected by the Kermanshah Earthquake (2017).

**Objective**

To provide managerial services to the Project described above with the following outlines which contains two main objectives:

1. Enhanced recovery and protection of selected communities affected by Kermanshah earthquake through provision of psychosocial support to women and girls as well as creating the capacity of communities and Relief Networks to address the socio-economic and psychological needs of disaster-stricken population in Kermanshah Province focusing on most Vulnerable Groups in selected pilot areas.


**Scope of Services**

To provide management of the Project outlined above the services required include—but are not limited to—the following:

- Manage and lead the team of experts and specialists with full competency to undertake the tasks of the project, including but not limited to:
  - Structure and chair the Project Management Team (PMT)
  - Structure and manage the activities and agendas of the Project Oversight Committee (POC),
  - Review and quality control the development of the methodologies for exposure data development as well as for hazard, vulnerability and risk assessments;
  - Leading the preparation of project work plans, schedules, control processes, monitoring and evaluation, and reporting process;
  - Lead the development and monitoring of the documentation tracking system;
  - Ensure performance of team personnel, adherence to work plans and schedules, project finances and accounting, procurement procedures for hiring of project consultants and advisors;
  - Overall management of the project and create the project management control to proactively solve issues, adapt to new situations, shift resources, and communicate effectively;
  - Preparations of the missions, including team composition, agenda, preliminary consultations, preparation of documentation; etc.
  - Timely completion of critical tasks, deliverables, and reports;
  - Problem-solve potential issues; manage resources effectively, review expenditures and financial statements, review consultants’ reports; ensure
satisfactory participation from all team members, and assume responsibility of schedule, project coordination meeting; document preparation, and reporting;
  o Review authorisations for tendering projects;
  o Process authorisations for contracting projects, control in respect of the UN rules and regulations, and check the technical and financial soundness of the contracts
  o project execution, valuations and final payments of contracts;
  o Monitor project implementation, processing of contracts and payments and take corrective action, as required;
• Manage strategic relationships and maintain a constructive and collaborative working environment with the relevant departments of the Kermanshah Provincial Government, Housing Foundation, UNFPA, BHRC and other stakeholders;
  o Respond to all requests and queries from these agencies with prompt responsiveness, accuracy and transparency.
  o Attend meetings of these institutions and be prepared for constructive interaction.
  o Structure the participatory process;
  o Promote a constructive and productive environment within other potential partners and agencies;
  o Consult with other UN organizations if necessary, to map current agency inputs on the above issues;
  o Prepare concept outlines for potential programme/projects in support of the above or other issues related to UN-Habitat mandate that arise.
  o Design, and support implementation and backstopping of operational projects on disaster management and rehabilitation of human settlements by: Participating in field and global/regional projects, including provision of backstopping and advisory services, Leading negotiations with national authorities, external support agencies and funding organizations in the identification and design of operational projects.
• Prepare financial and technical reports for submission on programmes as required, estimate project funding requirements and report to the programme accordingly;
• Coordinate documentation of lessons learnt and other documentation on human settlements through; synthesizing operational lessons of experience from operational activities, incorporating the lessons into future strategy development and disseminating this information, designing and developing other publicity materials for the programme, as required.
• Provide technical support to the field and assume additional activities as required.
• Travel when required to the field to assess, manage, or collaborate in specific operations;
• Any other tasks by Chief of the office

Competencies
• Ability to work under pressure and difficult conditions;
• Demonstrating integrity by modelling the UN values and ethical standards;
• Demonstrated knowledge and competence in disaster management and urban resiliency;
• Able to work independently and harmoniously in a team;
• Displays culture, gender, religion, race, nationality and age sensitivity and adoptability;
• Treats all people fairly without favouritism;
Shares knowledge and experience and contributes to UN-Habitat practice areas and actively
- Able to work towards continuing personal learning and development;
- Ability to work with minimum supervision;
- Ability to listening to others and responding appropriately;
- Ability to take ownership of all responsibilities and honour commitments;
- Ability to work in a multi-cultural, multi-national environment;

Qualifications
- Advanced University Degree in urban planning, architecture, civil engineering, or relevant field from a leading university. Specialized expertise in post-disaster reconstruction and familiarity with risk assessment methods for seismic and flood hazards is an advantage.
- Minimum fifteen years of relevant experience in urban planning, natural hazard risk assessment of complex urban environment (especially for flood and earthquake), risk mitigation strategies, remote sensing, and GIS;
- Familiarity with risk reduction global experiences mainly in terms of setting up policy and risk mitigation programs by government and incentive programs for risk mitigation involving the private sector and reaching consensus with a multitude of stakeholders with potentially converging interests;
- Must have had direct responsibility over guiding urban risk mitigation strategies and policies on the large scale involving enacting public policy and elaborating rationales from a multi-stakeholders perspective to achieve win-win situations;
- Good understanding of factors and methods for urban development, land use planning, public policy, risk communication, financial protection;
- Extensive project management experience; conflict resolution in potentially confrontational settings, meetings conduct, and strategic planning
- Clear and effective communication skills including written and oral communication of complex scientific concepts of risk and interpretation of risk outputs and indicators for public policy-making and decision-making processes.
- Must have assumed Team Leader responsibilities in a previous project of similar complexity and scope
- Experience in training and education in structural and non-structural safety of the existing facilities
- Familiarity with MS Word, MS Excel, Power Point, MS Outlook is a must.
- Previous working experience at national execution or international funded projects is an asset.
- Demonstrated interpersonal and communication skills.
- Excellent communication skills and leadership qualities.

LANGUAGE SKILLS
Strong proficiency in written and spoken English and Persian as well as translation and interpretations skills are required. Knowledge of another official UN language is an advantage.

Application
Applications should include:
Cover memo (maximum 1 page)

CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.

The PHP should be attached to the application as a PDF file.

Summary CV (maximum 2 pages), indicating the following information:

1. Educational Background (incl. dates)
2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
4. Expertise and preferences regarding location of potential assignments
5. Expectations regarding remuneration

All applications should be submitted in English to:

UN-Habitat Tehran office email: unhabitat-tehran@un.org

Deadline for applications: 8 September 2019