

## Vacancy Announcement

*Issued on: 23 March 2018*

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Iligan/ Marawi City</b>
<b>FUNCTIONAL TITLE:</b>	<b>Project Manager</b>
<b>CONTRACT MODALITY</b>	<b>LICA</b>
<b>DURATION</b>	<b>16 April 2018 – 31 March 2019</b> , extendable depending on funding availability and performance
<b>DEADLINE DATE:</b>	<b>6 April 2018</b>

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

### 1. ORGANIZATIONAL SETTING

#### UN-HABITAT

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 communities, towns and cities with the goal of providing adequate shelter for all. In collaboration with governments, UN-Habitat is charged to promote and consolidate collaboration with all partners, including local authorities and private and non-government organizations in the implementation of the Sustainable Development Goals (SDGs), particularly Goal 11, which seeks to make cities and human settlements inclusive, safe, resilient and sustainable. This is further elaborated in the New Urban Agenda.

By working at all levels and with all relevant stakeholders and partners, UN-Habitat contributes to linking policy development and capacity-building activities with a view to promoting cohesive and mutually reinforcing social, economic and environmental policies in national policies and programmes in urban development and human settlements which conform with international practices and covenants.

UN-Habitat established its country office in the Philippines in 2004 and runs national and city-level programmes. The UN-Habitat Philippines Country Office (CO) positions itself as a strong policy adviser informed by well-grounded operational experience, harnessing its in-depth local knowledge, global expertise and international network of urban specialists, in the areas of urban planning and design, climate change adaptation and mitigation, urban legislation and governance and urban economy, in post-disaster community-driven recovery, reconstruction and resilience building in Eastern and Western Visayas, and in the climate change, urbanization and sustainable development nexus. The country office partners with national government departments and agencies, local authorities, a wide cross-section of non-governmental organizations (NGOs) and civil society groups, and the private sector. At the policy level, the country office supported the development of the Habitat III country report, the National Urban Development and Housing Framework, guidelines to strengthen the rationalized planning system, Local Shelter Planning and Local Climate Change Action Planning.

## **The Project: Rebuilding Marawi, Republic of the Philippines, through Community-Driven Shelter and Livelihood Recovery Support**

On 23 May 2017, fighting between the armed forces of the Philippines and local non-state armed actors, including members of the Maute Group, erupted in Marawi City (2015 population: 201,785) in Lanao del Sur province. The conflict forced almost 360,000 people (including those from the nearby municipalities) – primarily Maranaos – to flee. On 23 October, 154 days after the conflict began in Marawi City, Defense Secretary Delfin Lorenzana issued a press statement announcing the end of combat operations.

UN-Habitat contributes to the peace and rehabilitation process by guiding self-recovery and by empowering communities ensuring that safer houses and more resilient communities ensue. Within such communities, households most at need are to be prioritized including people living in unsafe premises such as tents, camps, residing with host families; elderly or people with disabilities with no family support; women headed households with low income levels, widows, particularly women living in temporary shelters/camps; poor labourers with low income levels and who do not have any fixed income; poor families who are housing orphans and displaced families.

This project will be implemented using the “People’s Process” to support recovery. The project will demonstrate a community-driven rebuilding approach which will train and empower households whose homes have been completely destroyed, by rebuilding their homes and communities. The project will cover an initial 1,500 affected households which will be organized under the Community Mortgage Program (CMP) of the government, through the Social Housing Finance Corporation (SHFC). The project has the following components:

1. Shelter Support - Through the community-driven approach, the project will provide shelter reconstruction support to 1,500 households whose houses were destroyed during the Marawi siege.
2. Livelihood Support - The project will provide livelihood support by training households in construction, small scale enterprise development, etc.
3. Community Development support – The project will provide capacity-building activities on project management, business and financial management, gender, peace and development.
4. Infrastructure support – The project will provide small scale community infrastructure projects.
5. Cultural and post-conflict support – Due to the sensitive post-conflict nature of the situation, the project will ensure that activities are done in a manner that will support the strengthening of the damaged social fabric and promote peace among the families and communities in relation to the wider community of Marawi and the region.

## **2. PURPOSE AND BACKGROUND**

### **2.1 Requirements of consultancy**

Within the framework of the Project, funded by the Government of Japan, the Project Manager will ensure the effective and efficient execution of the project by providing appropriate managerial and technical support through project design, staff management, training and evaluation, coordination and

monitoring activities. He will also be responsible for monitoring and analyzing project implementation, reporting, identifying problems and issues and initiating corrective actions, and coordinating with donors, partners and other project stakeholders to ensure their participation, support and ownership.

## **2.2 Duration**

Contract up to December 2018 renewable for 2019

## **3. TRAVEL**

The Project Manager will be based in Iligan/Marawi, with travel to Manila.

## **4. DUTIES AND RESPONSIBILITIES:**

Under the supervision of the UN-Habitat Country Programme Manager, the Project Manager will be responsible for the following:

- 4.1 Organize project execution in line with project objectives and expected outputs;
- 4.2 Ensure the effective and efficient execution of the project, within the limit of the allocated resources, by providing appropriate managerial and technical support through project design, staff/team management, training and evaluation, coordination and monitoring activities;
- 4.3 Develop, implement and evaluate the project, monitor and analyze project development and implementation, oversee community contracting ensuring seamless workflow and disbursement of funds to communities, review relevant documents and reports, identify problems and issues to be addressed and initiate corrective actions, liaise with relevant parties, ensure follow-up actions.
- 4.4 Coordinate activities related to project funding (progress reports, financial statements, monitoring visits, etc.);
- 4.5 Within the framework of the project, support dissemination of the People's Process approach through capacity building, tools development, knowledge management and policy formulation targeting a wide range of partners including, but not limited to, key shelter agencies and other national government agencies, shelter cluster and its partners, local government units, civil society organizations and private sector;
- 4.6 Coordinate with donors, partners and other project stakeholders to ensure their participation, support and ownership;
- 4.7 Design programs and project to support national office initiatives;
- 4.8 Assess project relevance and coherence in support for national initiatives;
- 4.9 Perform other functions and duties as required.

The work implies frequent interaction with the following: project counterparts, officers and technical staff in the relevant national government partner agencies (particularly the Social Housing Finance Corporation), local government units, community representatives, UN agencies, non-governmental organizations, private sector and consultants.

## **5. REMUNERATION**

The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate.

## 6. QUALIFICATIONS/SPECIAL SKILLS AND KNOWLEDGE

Education	Advanced university degree (Master’s degree or equivalent) in architecture, civil engineering, urban and regional planning, sociology, business management or physical sciences relevant to development and management of human settlements. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.
Experience and skills	<ul style="list-style-type: none"> <li>• A minimum of 5 years (if with Master’s degree or equivalent) or 12 years (if with first-level university degree) of progressive experience in human settlements projects and programmes at national level. Proven experience in managing human settlements/ housing projects. Programme/project development, design and implementation with the UN or other international agencies is desirable.</li> <li>• Proven experience in managing large project teams.</li> <li>• Sufficient knowledge and skills in shelter and environmental planning.</li> <li>• Proven experience on project development, monitoring, implementation and evaluation (PDIME).</li> <li>• Training and facilitation skills.</li> <li>• Excellent interpersonal, communication, social and cultural skills necessary for complex projects multi sectoral and multi-disciplinary teams. Experience in handling culturally-sensitive projects is an advantage.</li> <li>• Other skills: Knowledge and experience in technical cooperation projects responding to development issues is an advantage.</li> <li>• Working proficiency in Word, Excel, PowerPoint, email and internet is required.</li> <li>• Knowledge of peace and development approaches is required. Experience in working in Mindanao or on Mindanao peace and development issues is an advantage.</li> </ul>
Language Requirements	Fluency in oral and written English is a must as all reports will be in English. Working knowledge of Filipino and the language of the duty station is required.

## 7. CORE VALUES AND COMPETENCIES

### 7.1 CORE VALUES

- **Integrity** - Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision making. Does not abuse power or authority. Stands by decisions that are in the Organization’s interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

- **Professionalism** - Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.
- **Respect for Diversity** - Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

## 7.2 COMPETENCIES:

### Professional Competencies

- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of human settlement issues/problems. Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation** - Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects, meets timeline for delivery of products or services to client.

### Managerial Competencies

- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions

- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff.
- **Judgment/ Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## 8. HOW TO APPLY

### *Submission of Applications*

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations;
2. A completed UN Personal History Form (P-11) - Please download the form (MS-Word) from UN-Habitat ROAP web site: [http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html);

Please be advised that since 15 April 2010, applications for consultancies must be part of the UN- Habitat e-roster in order for their applications to be considered. Please register through the following link: <http://e-roster.unhabitat.org>

All applications should be sent electronically addressed to: UN-Habitat Philippines Office c/o [Vallerie.Ong@un.org](mailto:Vallerie.Ong@un.org)

Please indicate in your e-mail subject: **Marawi Project Manager**

Deadline for Applications: 6 April 2018

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

**In line with UN-Habitat policy on gender equity, applications from female candidates are particularly encouraged.**

*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: [habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org).*