

CONSULTANT VACANCY ANNOUNCEMENT***Issued on 31 January 2018***

ORGANIZATIONAL LOCATION:	Habitat office in Tehran, Islamic Republic of Iran
DUTY STATION:	Tehran- I.R. Iran
FUNCTIONAL TITLE:	Consultant, Disaster Risk Management
DURATION:	9 Months, renewable subject to availability of funds
CLOSING DATE:	20 th Feb, 2018

Background:

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

Responsibilities

Under the overall supervision of the chief of UN-Habitat Tehran Office, and under the direct supervision of the Human Settlements Officer, Tehran Office, and in collaboration with the various substantive units and programmes in UN-HABITAT, the Disaster Risk Management Consultant at the Teheran Office will be assisting capacity building activities of the office, particularly holding training courses related to DRM in Iran. In conducting his/her work, the consultant shall pay due attention to the NUA, SDGs and the Sendai framework.

The Consultant, Tehran Office, will be specifically responsible for assisting in and backstopping of the following activities, as directed by the HSO and the chief of UN-Habitat Tehran Office:

- To help determine thematic areas of demand among the stakeholders in the I.R. of Iran for services of UN-Habitat in capacity development;
- To help promote the development, dissemination and application of expertise, experience, applied research and information on activities under UN-Habitat's mandate;
- To help engage new partners and identify additional funding sources for UN-Habitat capacity building activities
- To help contribute towards capacity building in sustainable urbanization through skill enhancement, institutional development and improvement of policy processes;
- To provide technical support and assistance in the preparation and implementation of relevant programmes;
- To perform other tasks delegated by and on behalf of the Representative of UN-Habitat Tehran Office.
- Determine the training and capacity building needs of line Ministries, local authorities NGOs/CBOs and other stakeholders relevant to work of UN-Habitat
- Identify specific capacity building requirements and define the skills needed for the different participating stakeholders.
- Develop and cost capacity building workshops for participating stakeholders
- Identify and cost appropriate training materials for target groups

- Conduct Training of Trainers workshops at National, Municipal and Divisional levels and submit training reports
- Undertake any other function directly related to DRM

Competencies

- Ability to work under pressure and difficult conditions
- Ability to identify strategic financial and/or administrative issues, opportunities and risks
- Demonstrates integrity by modeling the UN values and ethical standards
- Ability of work effectively and harmoniously with colleagues
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Shares knowledge and experience and contributes to UN-HABITAT practice areas and actively works towards continuing personal learning and development
- Ability to work with minimal supervision
- Focuses on impact and result for the client and responds positively to critical feedback
- Builds strong relationship with clients, particularly government counterparts, and external actors
- Ability to work in a team-work environment
- Ability to listening to others, responding appropriately
- Ability to take ownership of all responsibilities and honour commitments

EDUCATION

- Advanced University Degree with a master's degree in sustainable urbanization and related disciplines: Architecture, Civil Engineering, Urban Planning.

QUALIFICATION

- Minimum of 2 years of relevant experience in risk reduction and management and urbanization issues in Iran and in holding training courses related to DRM, sustainability, and resiliency with public, academic and private organizations, preferably working experience with international organizations and having previous knowledge in contingency planning.
- Understanding the institutional framework and structure of civil administration dealing with disaster management and urbanization in Iran

LANGUAGE SKILLS

- Strong proficiency in written and spoken **English** and **Persian** is required. Knowledge of another official UN language is an advantage.

OTHER SKILLS

- Excellent time and resource management, interpersonal, business communication, negotiation skills
- Computing skills including MS-Office applications is essential
- Excellent interpersonal and communication skills is required

Applications should include:

- Cover memo (maximum 1 page)
- CV in PHP format, accessible through 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), including the following informations:
 1. Educational background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by year/months)
 3. Other Experiences and Expertise (e.g. Internships/ Voluntary works, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remunerations

Please also be advised that since 15th April 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to UN-Habitat Tehran Office E-mail address: info.tehran@unhabitat.org

Deadline for application: 20th February, 2018-01-30

UN-HABITAT does not charge a fee at any stage of recruitment process. If you have any question concerning persons or companies to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org