

Job Title : Chief Technical Adviser (Project),P4

Department/ Office : United Nations Human Settlements Programme

Location : NAY PYI DAW

Posting Period : 25 February 2014-27 March 2014

Job Opening number : 14-PGM-UNHABITAT-33187-R-NAY PYI TAW (E)

---

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

---

**Org .Setting And Reporting**

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. The post is located in Myanmar, Nay Pyi Taw as the duty station.

**Responsibilities**

Under the direct supervision of the Country Programme Manager and overall technical guidance of Director of the Regional Office for Asia and the Pacific (ROAP) of UN-Habitat and UNEP, the Chief Technical Adviser (CTA) will lead a project team comprising up of several National staff and about twelve international consultant/experts. The CTA will work closely with the designated national counterparts and report as required. Specifically the incumbent will be responsible for the following duties:

1. Substantive and advisory support:- Lead and manage Myanmar Climate Change Alliance (MCCA) Project with oversight and accountability for delivery; Advise the Government, Civil Society and the Private Sector on matters of strategic coordination with project stakeholders; Provide managerial leadership for all MCCA personnel; Lead the advocacy process for MCCA in line with the UN-Habitat/UNEP related global policies, norms and standards of climate change sharing best practices in the region.
2. Coordination:- Coordinate and collaborate with the UN-Habitat/UNEP focal points on related practice and policy to ensure a synergistic support in providing advisory services in the areas of climate change adaptation, mitigation, governance, capacity development, public awareness raising, as well as gender mainstreaming.
3. Partnership Building and Resource Mobilization:- Provide advice on the development and mobilization of resources and partnership building with international, regional and local institutions and agencies working in climate-related sectors and fields (e.g. water, agriculture and food security, sustainable energy, urban planning, coastal infrastructure, tourism, etc.); Manage strategic project relations through liaising with individuals and institutions including government officials, UN agencies, international organizations, civil society, media, the private sector, and private foundations.
4. Project Management:- Determine the strategic

direction for the project in close cooperation with the government of Myanmar, UN-Habitat/UNEP as well as the Project Steering Committee (PSC) and ensure sustainable growth of the project; Responsible for safeguarding the financial accountability of the project prepare and update annual and quarterly work plans, progress reports, risks and issue logs, and other briefings on the project; Manage the Project Team members, consultants and the PSC; Manage all operational matters and documentation needed to organize project activities, oversee and account for all the logistics of the project. 5. Perform other related duties as may be assigned.

## **Competencies**

- Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to climate change adaptation and mitigation. Ability to identify issues, analyze and participate in the resolution of issues/problems. Knowledge or understanding of countries in transition (like Myanmar etc.,) or Asian regional climate change and development related challenges and priorities. 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, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; 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.
- 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; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- Planning and 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.
- 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.

## **Education**

Advanced University degree, (Master's degree or equivalent) in development related field of study, with a focus on development issues. A first university degree with a combination of two years professional and academic qualifications may be accepted in lieu of the advanced degree.

## **Work Experience**

A minimum of seven years of progressively responsible experience in international advisory role in climate change issues. Experience in program management, project oversight and resource mobilization in the UN or other international inter-/governmental or non-governmental organizations at the regional and national level. Experience in developing national climate change strategy, establishment of climate trust fund, climate change mainstreaming in national development planning and assisting in the development of national communications on climate change preferably in Asian region.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Working knowledge of other UN official languages is desirable. Knowledge of Myanmar language would be an asset.

### **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

### **Special Notice**

This is a project post and is funded for an initial period of one year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 1. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. 2. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

### **United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

