

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 016/2020**

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|-------------------------------------|--|-------------------------|---|
| <b>Title of Post</b>                | <b>Assistant Settlement Planning Officer</b> | <b>Category/grade</b>   | <b>National Professional Officer, NOA</b> |
| <b>Post Number</b>                  | <b>10033673</b>                              | <b>Type of contract</b> | <b>Fixed-term appointment</b>             |
| <b>Location</b>                     | <b>Kampala, Uganda</b>                       | <b>Date of Issue</b>    | <b>18 September 2020</b>                  |
| <b>Effective date of assignment</b> | <b>1 December 2020</b>                       | <b>Closing Date</b>     | <b>24 September 2020</b>                  |

**Operational Context:**

To sustain its settlement approach to refugee protection and assistance, the Government of Uganda (GOU) began implementation of the Comprehensive Refugee Response Framework (CRRF) in 2017, which is now incorporated into the Global Compact on Refugees (GCR) adopted in 2018. Uganda's CRRF Steering Group adopted sectorial priorities to implement more comprehensive approaches (called for by the GCR and its CRRF) in the response led by the appropriate line ministry of the GoU. To leverage on the sectorial approach taken by the line ministries, UNHCR is seeking to fill an Assistant Settlement Planning Officer Position in Kampala. The desired candidate will be expected to drive a coherent and harmonized response, synergizing sectorial expertise for positioning UNHCR protection mandate. This is in addition to providing leadership to Settlement Planning Sector on regular operational issues related to implementation of the RRP under the Refugee Coordination Model (RCM). The candidate should possess skills to understand political awareness, appreciates the divergent views of development and humanitarian stakeholders, articulate clearly the protection Mandate, and creatively cultivate inclusivity with stakeholders to realize a win-win situation. Agility and Innovativeness in structuring inclusion concepts and narratives to bring together multiple stakeholders interests align with UNHCR Protection Positioning is key.

**Functional statement:**

**Technical Guidance**

- Provide support in conducting assessments, analysis and joint inter-sector needs assessment exercises as appropriate, and selection of potential sites in accordance with the Master Plan approach to settlement planning taking into consideration protection concerns, national legislation, environmental considerations, appropriate density, and access to basic services including water, hydrological concerns, socio/economic issues, and cultural inclusion and HLP matters.
- Draft settlement layouts, block plans and specific site plans that respond to natural topography and drainage patterns of the site to reduce construction and maintenance costs.
- Work with the relevant technical, programme and supply colleagues in close coordination with implementing and other concerned parties to develop implementation modalities and work plans for the settlement plans. Provide technical inputs and advice to Programme in the process of Implementation Partner Selection and review of PPAs of all sector related partners and partners with construction related activities in their budget.

- Provide technical guidance, supervision and monitoring of settlement plan implementation during plot allocation, infrastructure set up, site location of health facilities, schools, distribution centres, woodlots etc.
- Conduct regular monitoring of settlement and infrastructure works, with the help of adequate project management tools, so these are implemented according to plans and completed within designated timelines and budget and ensure that this information is captured in reports shared with the supervisor.
- In close consultation with partners, assist in conducting assessments, providing concrete initiatives and drafting specific strategies to make sure that residential areas, key services and infrastructure are not susceptible to the risk of natural hazards such as flash floods and landslides.

### **Coordination**

- Provide support in ensuring that UNHCR's operation within the AOR is technically sound in the field of settlement planning to best meet the needs of POC.
- Liaise with relevant authorities and government counterparts to ensure strong coordination and partnership.
- Draft settlement plans that are aligned with regional, national land use plans and planned developments.
- Participate in the process of site selection and land negotiations with the local government, local community leaders and the landlords for the settlements within the AOR. In doing this, ensure that the risk of conflict linked to land tenure is addressed and mitigated while continuing to pursue actions that increase the security of tenure for displaced populations.
- Actively support the development and implementation of Settlement plans in a consultative process with Senior Management, relevant technical colleagues, implementing partners, and other relevant stakeholders.
- Draft Settlement Master Plans in alignment with the UNHCR guiding principles of the Master Plan Approach to Settlement Planning. Provide periodic updates on the Masterplan taking note of the expansion and densification of the settlement and develop plans for any settlement extensions.
- Work together with implementing and operational partners to ensure the use of common standards and tools for information collection and data management, including in needs assessments and monitoring.

### **Collaboration**

- Collaborate and coordinate with all functional units in UNHCR and relevant technical actors in the feasibility and technical assessments, planning and development of sites, including protection, environment, health, education, water and sanitation.
- In coordination with relevant focal persons and technical colleagues, provide support in carrying out appropriate assessments and mapping exercises such as environmental impact assessment, useable land area assessment, mapping of services, mapping of host communities, livelihood assessments, etc.
- Promote the integration of agreed priority cross-cutting issues (e.g. age, environment, gender, and human rights) in sector/inter-sector needs assessments, analysis, planning and monitoring.
- Support active participation of communities and promotion of community-based approaches in the planning and implementation of settlement and masterplan activities.
- Develop regular reports and share information, both within the settlement planning stakeholders and with other sectors through inter-sector communication channels. Work on the reporting and monitoring through the provision of inputs for the 4W, SIP and site monitoring information.
- Promote and ensure the accountability to affected populations and the identification of durable solutions that also promote peaceful co/existence with the host communities.
- Provide equitable access to basic services for both the displaced and host communities while making emphasis on meaningful inclusion of the site community groups (women, youth, elderly and persons with specific needs) in decision-making processes including through governance structures and sectorial focal points.

- Perform other related duties as required.

### Essential Minimum Qualifications and Experience:

- Undergraduate degree in civil engineering; construction; urban planning, architecture; or other relevant field is required.
- Minimum 1 year relevant experience is required.
- Good knowledge of basic computer softwares, including engineering design tools is required.
- Excellent knowledge of English language is required.

### Desirable Qualifications & Competencies:

- Experience in all disciplines of Civil Engineering, Rural Settlement Development, Emergency Management and Environmental Planning, and ability to make the linkages to rehabilitation and development programmes is desirable.

### Required Competencies:

#### **Managerial Competencies**

- Empowering and Building Trust
- Judgement and Decision Making

#### **Cross-Functional Competencies**

- Analytical Thinking
- Innovation and Creativity
- Planning and Organizing

### Eligibility:

**Candidates must be Ugandan nationals.**

Internal staff members should consult the Recruitment and Assignment of Locally recruited Staff (RALS). If you have questions regarding eligibility, you may also contact the HR Unit.

### Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

### Submission of Applications:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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