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.

Upon successful completion of the Project for Improving the Resilience of Hospitals (BEHTAB) Project from 1 April 2018 – 31 December 2019, Iran Government and partners showed satisfaction with the results and requested UN-Habitat to implement a new project in Islamic Republic of Iran to follow-up on the recommendations. This new project will further support the Iran Government to strengthen city resilience through presenting model cases in the country.

For this purpose, UN-Habitat has received generous support from the Government of Japan to implement a project - “Emergency Support to Safer Hospitals and Settlements”. The objectives of this engagement are to develop the consensus-driven analytical foundation required for longer-term investments to reduce risk in the health infrastructure in I. R. Iran. The main intended outcome of the project is to ‘Improve structural and non-structural resilience of Hospitals in Islamic Republic of Iran’.

It will concentrate on the following main outcomes:

a. implementation of the outcomes of the BEHTAB
b. implementation of enforcement mechanisms for developed guidelines
c. Integration of training courses on Design, Construction and Supervision of the hospitals within the Professional compulsory training of engineers in collaboration with the Ministry of Health (MOH) and Road, Housing and Urban Development Research Center (BHRC)
d. Promotion/adaptation and integration of Innovative technologies in Hospital Construction and Retrofitting in particular using Base Isolators, BRBFs and Energy Dissipation Devices
e. Lessons learnt for COVID-19 response and training needs assessments for increasing the Capacity Development and Delivering in-house and on-site training courses as part of the regular compulsory on-job training of health care workers, communities, architects and engineers and issuance of official certificate in occupational safety and health awareness and risk informed design and Construction and Supervision of the hospitals in collaboration with respective Government authorities

Responsibilities
Under the overall supervision of the Head of the Office of UN-Habitat Tehran Office, and under the direct supervision of the Human Settlements Officer, Tehran Office, the National Project Manager will be responsible for following activities:
• Coordinate and guide the team of experts and specialists with full competency to undertake the tasks of the project, structure and facilitate Project Management Team (PMT), the activities and agendas of the Project Working Group (PWG) and Project Oversight Committee (POC)

• Assist the agency in fostering and maintaining strategic relationships with the relevant departments of the Ministry of Health (MOH), Ministry of Roads and Urban Development (MoRUD) and related ministries, agencies and organizations represented in these institutions. Respond to all requests and queries from these agencies with prompt responsiveness, accuracy and transparency. Attend meetings of these institutions and be prepared for constructive interaction,

• Review and quality control the development of the methodologies for exposure data development as well as for hazard, vulnerability and risk assessments,

• Guiding preparation of project work plans, schedules, control processes, monitoring and evaluation, and reporting process,

• Responsible for the development and monitoring of the documentation tracking system

• Maintain a constructive and collaborative working environment with MoH, MoRUD, BHRC other concerned government agencies, and other stakeholders involved in the project,

• Ensure performance of team personnel, adherence to work plans and schedules, project finances and accounting, procurement procedures for hiring of project consultants and advisors,

Duties:
• Oversee the overall management of the project along with international project manager and create the project management control to proactively solve issues, adapt to new situations, shift resources, and communicate effectively,

• Oversight and responsible for the preparations of the missions, including team composition, agenda, preliminary consultations, preparation of documentation; the timely completion of critical tasks, deliverables, and reports,

• Develop a secure web-based file sharing system for the project with level of authorities for access to data,

• Review consultants' reports; ensure satisfactory participation from all team members,

• Assume responsibility of schedule, project coordination meeting, document preparation, and reporting,

• Promote a constructive and productive environment within the project team,

• Consult with other UN organizations if necessary, to map current agency inputs on the above issues,

• Design, and support implementation and backstopping of operational projects on disaster management and rehabilitation of human settlements by:
  o Participating in field and global/regional projects, including provision of backstopping and advisory services,
  o Leading negotiations with national authorities, external support agencies and funding organizations in the identification and design of operational projects,

• Process authorizations for contracting projects, control in respect of the UN rules and regulations, check the technical and financial soundness of the contracts and their payments upon deliverables

• Travel when required to the field to assess, manage, or collaborate in specific operations,

• Any other relevant tasks assigned by Head of the office or S/HSO

Remuneration
Monthly based payment. In compliance with UNOPS and UN-Habitat policy.

Education
An Advanced university degree (Masters or higher) degree in Civil, Structural or Architectural Engineering, or a relevant field from a leading university. Bachelor’s degree with additional two years relevant and progressive experience in the fields may be accepted in lieu of the post-graduate or Advanced university degree (Master’s degree or equivalent).
Qualifications

- 3 years professional experiences in structural engineering, earthquake engineering, structural retrofit, natural hazard risk assessment of complex urban environment (specifically for flood and earthquake); urban exposure modeling and mapping; risk mitigation strategies, remote sensing, and GIS;
- Familiar 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.
- Proven professional leadership skills, business and tech savvy.

Competencies

- Demonstrated knowledge and competence in engineering and management is required,
- English speaking and writing fluency; Good translation skills,
- Good planning and report/minutes/memo writing skills is required,
- Able to carry out his/her work in an organized manner,
- Able to work independently and in a team,
- Familiar with MS Word, MS Excel, Power Point, MS Outlook is a must,
- Knowledge on organization structure and management functions of the inspectorate system is an asset,
- Previous working experience at national execution or international funded projects is an asset,
- Able to work in a multi-cultural, multi-national environment,
- Demonstrated interpersonal and communication skills.

LANGUAGE SKILLS

- Strong proficiency in written and spoken English and Persian is required.

Applications should include:

- Cover memo (maximum 1 page)
- The PHP should be attached to the application as a PDF file. UN- Personal History Form (P-11) can be downloaded from https://fukuoka.unhabitat.org/vacancy/index_en.html
- Summary CV (maximum 2 pages), including the following information:
  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.)
All applications should be submitted to UN-Habitat Tehran Office E-mail address: unhabitat-tehran@un.org Copy to: habitat.fukuoka@un.org

Deadline for application: 4 April 2021

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@un.org