

CONSULTANT VACANCY ANNOUNCEMENT

Issued on 30 November 2021

ORGANIZATIONAL LOCATION:	UN-Habitat office in Tehran, Islamic Republic of Iran
DUTY STATION:	Tehran- I.R. Iran
FUNCTIONAL TITLE:	Training and Capacity Development Expert, Resilient Hospitals Initiative
DURATION: START DATE:	9 Months asap
Type and level of Contract:	UNOPS LICA 5 / Monthly based payment
CLOSING DATE:	15th December 2021

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) from 1 April 2018 – 31 December 2019, Government of Islamic Republic of Iran and partners showed satisfaction with the results and requested UN-Habitat to implement a new project in I.R. Iran to follow-up on the recommendations. 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 project 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 goal of the project is to improve structural and nonstructural resilience of hospitals in Islamic Republic of Iran.

The project will focus on the following main outcomes:

- a. Implementation of the outcomes of the BEHTAB including seismic evaluation reports, RVA software and design and assessment guidelines.
- 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 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 UN-Habitat Tehran Office, and under the direct supervision of the National Project Manager, “Training and Capacity Development Expert, Resilient Hospitals Initiative” will provide technical assistance to the supervisor to ensure that project implementation services and activities are executed properly in a timely manner. The responsibilities of the programme assistant include:

1. Designing, implementing technical courses and workshops by:
 - Design course curriculum on earthquake resistant predominant safe construction for health facilities,
 - Develop the training reference materials, training kits and presentation materials
 - Conduct master training of the potential trainers
 - Develop tools for monitoring and evaluation of skill development impacts
 - Conduct coordination with different project partners
 - Contacts and coordination with lecturers/attendees / Registration affairs
 - Preparation of reports and statistics / issuance of certificates
2. Executive/scientific managing and designing the project final conference
 - Support on determination of conference topics
 - Support on determination of conference scientific board / keynote lecturers
 - Support on determination of venue
 - Efforts required for holding exhibition
 - Support on preparation of final report/proceedings
3. Planning and management of scientific tour
 - Support on design of tour contents, objectives, partners
 - Coordination for required arrangements
 - Conduct Administrative support for travels and study tours (accommodation / visa / air ticket preparation).
 - Preparation of travel reports
4. Provide support in preparation of main project output material namely on non-structural components
 - Provide support in development of complementary guidelines
 - Provide support in documentation of results of assessment and construction activities in the project
5. Preparation of material for project publicity in website.

6. Provide support in preparation of the team missions, including strategic planning, agendas, presentations and formulation of goals and objectives.
7. Preparation of all reports and deliverables and a systematic and auditable technical documentation for the entire development of the project.
8. Timely completion of critical tasks, deliverables, and reports.
9. Any other tasks assigned by the Head of Office and (Sr) Human Settlements Officer

Education

- A first-level university degree (Bachelor) in civil engineering, architecture, or relevant field. Specialized expertise in seismic vulnerability assessment and retrofitting and familiarity with risk assessment methods for seismic and flood hazards is an advantage.

Qualifications

- Minimum **three (3)** years of relevant experience in disaster risk reduction and resiliency.
- Be recognized by his/her peer for his/her competency and leadership.
- Experience in training and education in structural and non-structural safety of the existing facilities
- Experience assuming practice leader or manager responsibility for a team of professionals and specialists; able to plan, direct and supervise their work.
- Able to carry out his/her work in an organized manner.
- Familiar with MS Word, MS Excel, Power Point, MS Outlook is a must.
- Good planning and report/minutes/memo writing skills is required.
- 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.
- Demonstrated interpersonal and communication skills.
- Excellent communication skills and leadership qualities.

Competencies

- Ability to work under pressure and difficult conditions.
- Demonstrating integrity by modelling the UN values and ethical standards
- Demonstrated knowledge and awareness of disaster management and urban resiliency processes
- Able to work independently and harmoniously in a team
- Displays culture, gender, religion, race, nationality and age sensitivity and adoptability
- Shares knowledge and experience and contributes to UN-Habitat practice areas and actively
- Able to work towards continuing personal learning and development

- Ability to work with minimum supervision
- Ability to take ownership of all responsibilities and honor commitments
- Ability to work in a multi-cultural, multi-national environment
- Demonstrated interpersonal and communication skills and leadership qualities.

Language Skills

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

Applications should include:

- Cover memo (maximum 1 page)
- The PHP/P-11 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

Deadline for application: 15th December 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@unon.org