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the People of Japan**



International Organization for Migration (IOM)
The UN Migration Agency

Return of Qualified Afghans Programme **TERMS OF REFERENCE**

I. POSITION INFORMATION	
Position title:	Urban Planning and Development Specialist
Host Institution:	Ministry of Economy
City:	Kabul
Position number:	1
Organizational unit:	Classification company and infrastructure sharing board
Reporting directly to:	Senior Advisor
Overall supervision by:	Minister of Economy
Managerial responsibility:	
Directly reporting staff:	

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of Senior Advisor and the overall supervision of Minister of Economy the candidate will be primarily responsible for reviewing all national urbanization plan with reference to the National priority programme.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> • Formulate long-term, medium-term and short-term action plans and strategies for urban and infrastructure development including investments programming • Prepare technical designs, cost estimates and infrastructural maps for proposed projects and any other projects requiring rehabilitation and upgrading • Prepare proposals and engineering designs, plans for the construction, service delivery and related projects. <p>Other duties and responsibilities</p> <ul style="list-style-type: none"> • Conduct project progress and impact monitoring, evaluation, and reporting and facilitates liaison with stakeholders (donors and contractors) involved in the execution of the construction and other related projects. • Formulate the portion of the municipal budget pertaining to infrastructure upgrading/development. • Prepare and implement infrastructure operation, maintenance, upgrading and rehabilitation plan • Review the municipality's available master plan and recommend areas for improvement • Design and deliver capacity building trainings to municipal staff • Introduce the municipality to advanced engineering software



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- Any other tasks as assigned by the supervisor

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self



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<p>and others</p> <ul style="list-style-type: none"> ▪ Identifies priority activities and assignments for self and others ▪ Organizes and documents work to allow for planned and unplanned handovers ▪ Identifies risks and makes contingency plans <p>Professionalism</p> <ul style="list-style-type: none"> ▪ Masters subject matter related to responsibilities ▪ Identifies issues, opportunities, and risks central to responsibilities ▪ Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation ▪ Persistent, calm, and polite in the face of challenges and stress ▪ Treats all colleagues with respect and dignity <p>Teamwork</p> <ul style="list-style-type: none"> ▪ Actively contributes to an effective, collegial, and agreeable team environment ▪ Contributes to, and follows team objectives ▪ Gives credit where credit is due ▪ Seeks input and feedback from others ▪ Delegates tasks and responsibilities as appropriate ▪ Actively supports and implements final group decisions ▪ Takes joint responsibility for team's work <p>Technological Awareness</p> <ul style="list-style-type: none"> ▪ Learns about developments in available technology ▪ Proactively identifies and advocates for cost-efficient technology solutions ▪ Understands applicability and limitation of technology and seeks to apply it to appropriate work

<p>V. EDUCATION AND EXPERIENCE (<i>specific to the category and (expected) level of the position</i>)</p>	
<ul style="list-style-type: none"> ▪ A Completed university degree in Urban Development or other related fields ▪ Relevant work experience in urban Planning with demonstrable successes ▪ Excellent verbal and written communication skills in Dari/Pashto. 	

<p>VI. LANGUAGES</p>	
<p>Required</p>	
<ul style="list-style-type: none"> ▪ Dari ▪ Pashto ▪ English 	<p>Fluent Fluent Medium</p>