



Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR has helped dozens of millions of people restart their lives. UNHCR is now looking for:

Settlement Planner

For Junior (P2), Mid (P3) and Senior (P4) Level Positions

1. Settlement Planner Profile

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

Under the supervision of the Senior Field/Technical Coordinator or the Senior Operations Manager, the Settlement Planning Officer will perform a variety of functions related to the design, management and coordination of humanitarian settlement and infrastructure projects across various settlement typologies. This will be done within the context of UNHCR's Global Strategy for Sustainable Settlement, Shelter and infrastructure.

The Settlement Planning Officer provides specialised support to emergency and protracted operations in designing and developing sustainable settlements to host people of concern (POC) to UNHCR. A settlement should take into consideration the spatial allocation of functions while addressing the needs of the population, the availability of resources, the enhancement of living conditions, the provision of services, enhancing transportation networks as well as provision of recreational spaces. The incumbent will therefore be expected to analyse a variety of settlement options urban, rural, formal or informal and ensure that spatial allocation of lands is decided in support of the protection, access to basic services, livelihoods, and socio-cultural life of displaced people and the host community.

The Settlement Planner shall be working closely with other sections on settlement and general infrastructure related activities and provides functional technical guidance to the team as well as to the technical experts in the Field. The incumbent will also participate and represent UNHCR in negotiations with national and local government authorities regarding land acquisition and site development works.

The incumbent for this position should possess a strong academic qualification in architecture, urban planning or civil engineering, demonstrated professional experience of physical site planning and knowledge of the variety of settlement options available within the specific context.

2. Responsibilities include:

- Ensure that UNHCR's operation is technically sound in the field of settlement planning.
- Liaise with Government, line ministries and relevant authorities and counterparts to ensure strong coordination and partnership. Ensure that settlement plans are aligned with regional, national land use plans and planned developments.
- Represent UNHCR in the process of site selection and land negotiations with the national government, local government, local community leaders and the landlords for the settlements. 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.
- Conduct assessments and ensure selection of potential sites is done 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.
- Ensure that safe and equitable access to basic services is provided for both the displaced and host communities while making particular 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. Promote and ensure accountability to affected populations and the identification of durable solutions that also promote peaceful co/existence with the host communities.
- 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 support in Preparedness through the development of contingency plans for population movements. Develop and update agreed response strategies for refugee sites, including transition/exit strategies.
- In close consultation with partners, conduct assessments, provide concrete initiatives and develop 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.
- Develop and implement Settlement plans in a consultative process with Senior Management, relevant technical colleagues (integrated multi-sectoral approach), implementing partners, and other relevant stakeholders. Maintain, support or complement existing coordination mechanisms.
- 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.
- Working closely with Risk management, utilise adequate Project Management tools and conduct regular monitoring of settlement and infrastructure works.
- Provide support in advocating for the mobilization of resources, where applicable. Identify core advocacy concerns for the sector and contribute key messages to the broader multi-sectoral advocacy initiatives including coordinated inputs into donor proposals and multi-agency appeals.
- 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 and, in order to inform the overall planning process, carry 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.
- Ensure a rights-based approach in physical planning/ master plan, support to active participation of communities and promote community-based approaches in the planning and implementation of activities.

- Develop adequate 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 4W, SIP and site monitoring information.
- Maintain a strong collaboration with the Shelter and Settlements Section in HQ.
- Perform other related duties as required.

3. Minimum Qualifications and Professional Experience Required:

For positions at the P2 level

- Education: Degree in Architecture, Urban Planning or Civil-Engineering.
- Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent of a Master's), 3 years with undergraduate degree (equivalent of a BA/BS).
- Languages: Proficiency in English is required.

For positions at the P3 level

- Education: Degree in Architecture, Urban Planning or Civil-Engineering.
- Job experience: Minimum 5 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 6 years with undergraduate degree (equivalent of a BA/BS) of which a minimum of 2 years of international field experience.
- Languages: Proficiency in English is required.

For positions at the P4 level

- Education: Degree in Architecture, Urban Planning or Civil-Engineering.
- Job experience: Minimum 8 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 9 years with undergraduate degree (equivalent of a BA/BS) of which a minimum of 4 years of international field experience.
- Languages: Proficiency in English and knowledge of a second UN language (Arabic/ Chinese/French/Russian/Spanish) at B21 is required.

4. To apply, please visit: [International vacancies.](#)

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.