



Habitat for Humanity Cambodia Job Description

- Name of Position** : Housing/Land Policy and Urban Development Specialist
Job Grade/Class : 8
Current Holder : None
Based at (Location) : One of the three locations-Phnom Penh, Siem Reap or Battambang with travel to project areas
Reports To : WASH, Market and Inclusive Governance Program Manager
Direct Subordinates : NA
Assets under Control : Government-civil society engagement and advocacy materials; advocacy communications materials, and other related to the role (when collaborating initiatives with resource development & communications officer; all sectoral managers and across all unit of Habitat Cambodia)

Core Functions The Housing/Land Policy and Urban Development Specialist (HLPUD) Specialist will serve as the key technical expert in the areas of Security of Land Tenure and pro-poor housing policies and urban risk management and development to support program implementation and advocacy strategies at the local and national level. S/He will coordinate with community, government, civil society, and private sector partners to implement housing and land policy initiatives. S/He will provide knowledge, expertise, and advocacy related support to various aspects of shelter/housing programs conducted by Habitat for Humanity Cambodia and its implementing partners.

Main Tasks & Accountability

Policy analysis & advocacy:

1. Assist in HLPUD research and analysis at the local and national level in Cambodia, ensuring actionable outcomes are identified in the research
2. Assist in the identification of specific HLPUD inefficiencies (issues) in-country policy frameworks that hinder equitable access to affordable housing or security of tenure for the most vulnerable and low-income families
3. Support Habitat for Humanity Cambodia in developing effective HLP advocacy strategies and plans within the different sectors that affect shelter/housing, to ensure context appropriateness, and alignment with regional and global strategies and priorities
4. Provide technical input to the proposal development processes and resource acquisition of projects with advocacy components at country or regional level
5. Lead and coordinate advocacy efforts in coordination with civil society, government, and the private sector
6. Ability to advocate a point of view and influence others.
7. Coordinate with other relevant staff in supporting the implementation of National Housing Policy, circular # 3 of squatter settlement resolution – Sustainable Development Goal 11, the New

Support for programs and policy:

8. Analyze in-country housing and land tenure policies to ensure that the implementation of the program is informed by the regulatory environment
9. Coordinate with program teams in the development of security of land tenure components to be included in housing implementation, including but not limited to, the following programmatic areas: informal settlements upgrading, preventive resettlement/relocation, shelter upgrading, preventive resettlement/relocation, shelter and post-disaster housing reconstruction, alternative tenure arrangements in urban programming, etc.
10. Coordinate with the market development team of Habitat Cambodia on housing market development approaches by analyzing and providing recommendation on efficient housing policy regulatory environments
11. Ability to analyze all policies related to HLPUD and summary of each policy on the positive and negative impact of the policies and regulation in Cambodia
12. Provide technical input to proposal development processes and resource acquisition for projects with HLP components at the country level or multi-country projects.
13. Ability to make new and useful ideas work, including stakeholder-centered approaches for urban development
14. Prepare relevant reports

Capacity building & knowledge management:

15. Contribute to strengthening knowledge and awareness of Habitat for Humanity Cambodia about housing, land, urban development, and property policies and practices.
16. Identify and develop case studies of successful HLPUD practices and policies in Cambodia
17. Coordinate the development of a research agenda for HLPUD issues
18. Ability to productively share H/LPUD knowledge, experience, and activities at international, regional, and national platforms
19. Knowledge of how multiple risks and impact on urban development, and the delivery of resilience to communities through reducing vulnerability and reducing risk
20. Coordinate and share quarterly regional advocacy reports based on Global Metric Tool, SOE, and narrative reports

Coordination and networking:

21. Build, nurture, and maintain strategic relationships with external actors and its members to contribute to organizational learning and build Habitat for Humanity Cambodia's credibility and influence in the area of land tenure and pro-poor housing. Promote collaboration with external actors to join HLPUB program implementation or policy

change initiatives, organization of events, coalition building, or joint country strategy development

22. Ability to engage with, mobilize support from, and forge productive working relationships with a wide range of partners at the regional, national, and local levels (public, private, academic, civil society, business community leaders).
23. Develop and deliver presentations on HFHI positions, vision, and current work in HLPUD
24. Position Habitat for Humanity Cambodia in strategic engagements with key interagency partnerships to influence governments on the implementation of key public policies affecting housing/shelter
25. Coordinate closely with program staff to ensure advocacy alignment and that HLPUD programming represents the needs of the field.
26. Ability to design and facilitate community consultations and training on various laws to keep development impacted communities informed of their rights
27. Participate in HFHI advocacy meetings and events and share knowledge
28. Other related duties, as assigned

Authorities and Authority Limits

1. Assign HLPUD assets to relevant staff
2. Provide HFH Cambodia information to various legitimate partners
3. Representative of Habitat Cambodia in all relevant working groups

Deliverables/ Performance Measurement Indicators

1. Contributes to Habitat for Humanity Cambodia strategic and business planning; advises strategic and business planning in relation to advocacy activities and program initiatives related to the security of tenure and effective housing policies
2. Create a significant influence on the growing awareness of housing as a critical foundation for breaking the poverty cycle
3. Developed HLPUD position papers
4. Synergy with communications, engagement, and program teams functions successfully leveraged
5. Positively and productively worked in collaboration with all units within the development and engagement department and other departments within Cambodia
6. Foster partnership through attendance in regular meetings, contributions to joint knowledge products and joint conferences, and workshops on urban risk management, housing forum, and resilience-building/recovery, or relevant areas.
7. Participate in consultations and drafting of joint agreement and MOUs and statements of intent on urban development and risk management and resilience building.
8. Support resource mobilization efforts for urban development and risk management and resilience-building through the development of project concept notes and proposals.

Skills/Attribute and Experience

1. Self-motivated possess a positive and proactive outlook, flexible and able to work independently and without close supervision and when under pressure
2. Degree in Housing policy, Land management, Public Policy, Political Science, or International Affairs, with a focus on housing/land tenure and urban development. Master Degree preferred
3. Minimum years of work-related experience:
 - At least three years in land tenure and housing policy/programming
 - At least three years of experience in advocacy and pro-poor housing policy
 - At least three years of experience in urban development and design
4. Knowledge of urbanization processes, urban development and management, and urban risk reduction concepts, frameworks and principles and ability to apply to strategic and/or practical situations.
5. High level of critical thinking and analytical skills
6. Proficiency in English, both spoken and written
7. Full commitment to HFHI-C Vision, Mission Statement, and Mission Principles
8. Results-driven with highly developed interpersonal skills, excellent oral presentation, and written skills – especially correspondence with multi-stakeholder partners
9. Comfortable operating in a nonprofit, resource-limited environment
10. Highly creative and resourceful, able to coordinate multiple tasks
11. Excellent team player
12. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures
13. Proven ability to manage workloads and multiple priorities efficiently and with minimal supervision
14. Good public speaking skills and presentation skills in Khmer and English languages
15. Experience working with other NGOs
16. Has outstanding organizational skills
17. Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher, or other relevant software)

Preferred:

1. Understanding of government housing and land tenure policies and governance systems in Cambodia
2. Understanding of circular # 3 of squatter settlement resolution
3. Experience in urban development and risk reduction and capacity building of urban local governments and other key stakeholders in urban development and mainstreaming risk reduction in urban planning and development
4. Experience with campaigning and/or advocacy mobilization