

## GENERIC JOB PROFILE

### UNTIL Egypt - Programme Manager

- Grade: SB3 – Peg 3
- Duration: 1 year
- Deadline for application: 5<sup>th</sup> of August 2019

#### **Organizational Setting and background:**

In adapting to the growing complexity of the 21st century, the United Nations need to respond dynamically to ensure it remains instrumental in supporting the achievement of the Sustainable Development Goals and targets for the 2030 agenda. Technological innovation and the role of partnerships across sectors have become increasingly important to accelerate progress in addressing the problems that humanity face.

In close partnership with the Government of Egypt, the UN is establishing and operationalizing the United Nations Technology Innovation Lab (UNTIL) located in Smart Village, Cairo - Egypt.

The priority focus of the UNTIL Egypt Lab will be establishing partnerships with UN Funds and Programmes as well as Governments, Academia, NGOs and private sector leveraging technology to address SDGs challenges in the areas of Education for special-needs students, health, industry and agriculture.

This position is located in UNTIL Egypt and administrated by TIEC Egypt and will report to the lab manager.

#### **Responsibilities:**

Within delegated authority, and in close cooperation with the UNTIL Egypt Lab Manager, the Programme Manager will be responsible for the following duties:

- Conceptualize, develop strategy for and oversee the design and implementation of UNTIL Egypt lab's objectives; manage/oversee multiple, concurrent and often disparate tasks for projects that involve cutting-edge innovative applications.
- Review project plans, schedules, and budgets on the UNTIL Egypt programme. Identify appropriate human and technical resources to complete the project. Evaluate programme/project risk factors, escalating project issues, and develop solutions to address such issues.
- Direct activities around setting up the lab and preparing project briefs and other programme' documentation around programme initiation.
- Submit, through the lab manager, regular updates for reporting to the UNTIL Egypt Advisory panel and Thematic Advisory Groups.

- Contribute management support to the lab manager of UNTIL Egypt; oversee activities for the team; participate in recruitment and selection of new staff and in the development of training programs.
- Assist the Lab manager in managing procurements, including conducting needs assessments and benchmarks, preparing bid documents and arranging contracts; supervise, coordinate and negotiate the services required to enable the management and operation of interdependent administrative, financial, human resources and other information systems.
- Direct and oversee the Program Management Office (PMO) to ensure programs and projects meet UNTIL Egypt goals and requirements. Develop and implement PMO processes and policies, direct project management staff, and work with other department leaders to define, prioritize, and develop projects and programs.

### **Competencies:**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to a particular sector, functional area or other specialized fields. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; proves strong experience in establishing partnership with public and private sector organizations; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Qualifications:**

**Education:** A Master's degree in international business administration, innovation management, knowledge management or related field.

**Experience:** A minimum of five years of progressively responsible experience in project/programme management, administration or related area. Implementation and management of innovation platforms is a must. Planning, design, development, implementation and maintenance technology innovation projects, communications, management consulting or related area is desired.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required; Knowledge of Arabic language is an advantage.

**To apply please send your updated CV/ P11 on: [innovation.eg@undp.org](mailto:innovation.eg@undp.org) with “UNTIL Programme Manager” as a subject**