

VACANCY ANNOUNCEMENT
VA Ref. 29/01/2020

Issued on: 29/01/2020

ORGANIZATIONAL LOCATION:	UN-Habitat Egypt Country Office
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Urban Governance, Policies and Legislation Programme Assistant
GRADE:	Service contract SB-3-PEG 1
POST DURATION	1 Year (Renewable upon budget availability and performance satisfactory)
CLOSING DATE:	12 February 2020

Background

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations programme working towards a better urban future. Its mission is to promote socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all.

In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN-Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11 – to make cities inclusive, safe, resilient and sustainable.

Mandated by the UN General Assembly in 1978 to address the issues of urban growth, it is a knowledgeable institution on urban development processes, and understands the aspirations of cities and their residents. For forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes. Because of these four decades of extensive experience, from the highest levels of policy to a range of specific technical issues, UN-Habitat has gained a unique and a universally acknowledged expertise in all things urban. This has placed UN-Habitat in the best position to provide answers and achievable solutions to the current challenges faced by our cities. UN-Habitat is capitalizing on its experience and position to work with partners to formulate the urban vision of tomorrow. It works to ensure that cities become inclusive and affordable drivers of economic growth and social development.

Duties and Responsibilities

Under the overall guidance of the Program Director and direct supervision of designated supervisor if applicable, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

The Programme Assistant works in close collaboration with the operations, programme and project staff in the CO and UN-Habitat HQ as required to exchange information and support programme delivery.

The Programme Assistant will be responsible for the following duties:

- 1- Support the Program manager and the team in the preparation of progress reports to donors, proofreading, editing and review of program and project documents
 - Collection, analysis and presentation of projects and programme information to programme partners, stakeholders and donors
- 2- Provides effective support to programme management and team on:
 - Support in the overall project(s) implementation
 - Drafting ToRs for consultants and following up on their assignments
 - Support in the monitoring, coordinating and backstopping of consultants
 - Support the program team in project closure, end of project reports and evaluation
- 3- Provides administrative support to the Programme team on:
 - Support the organization of events, workshops, trainings and missions
 - Support in UN/RC office in Egypt, UN Habitat ROAS and HQ
 - Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to the Programmes and Projects.
 - Maintain a filing system
 - As required, type (English /Arabic letters and reports) and write meeting minutes for Programme frequent meetings.
- 4- Supports resource mobilization focusing on achievement of the following results:
 - Review international case studies and best practices to feed into project implementation as well as the development of reform recommendations and policies
 - Support the program team in analysing the current local and national context on the following themes: Development/Planning, Public Finance Management, Urban Governance, Inequalities...etc. and propose topics for relevant policy briefs
 - Support in identifying relevant funding opportunities, analyse trends, identify potential entry points.
 - Support in the program resource mobilization strategy and plan.
- 5- Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:
 - Conduct desk reviews and research to help in localizing global trends/tools/approaches related to urban planning and development, and help in the production of knowledge products
 - Lead on production of simplified versions of policy briefs, technical papers and presentations to be shared by program staff in all relevant external online/offline communication channels
 - Participation in the trainings for the operations/ projects staff on programme.
 - Contributions to knowledge networks and communities of practice.

The above tasks will have a significant role on the program by ensuring the proper projects implementation, prompt /timely donors reporting and dissemination of program materials/products.

Functional & Core Competencies

Functional Competencies:

Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches

Resource Mobilization (Field Duty Stations)

Level 1.1: Providing information for resource mobilization strategies

- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Demonstrates good knowledge of information technology and applies it in work assignments

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

Qualification, Experiences and Skills

- Education: University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences is required.
- Experience: 3-4 years of relevant programme experience is required at the national level.
- Language: Written and spoken fluency in English is essential. Written and spoken fluency in Arabic is strongly desired.
- Other skills: Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages and soft graphic design programs and applications. Capable of working in multi-national/cultural environment and flexibility in understanding and accepting different assignments. Able to work under pressure. Maintain confidentiality about all work-related issues.

Submission of Applications

Interested candidates should complete the United Nations Personal History form (P.11) and forward it electronically at the following email address: unhabitat-egyptvacancies@un.org no later than the deadline indicated. Please indicate the vacancy reference number in the subject line of your email.

Notes:

- Only short-listed candidates will be notified.
- Candidates are encouraged to submit their applications electronically.
- UN-HABITAT reserves the right to re-classify the post at a grade lower than the advertised level.
- Only Egyptian nationals shall be considered for the post.
- Please Write down your Name in the P11file (i.e. P11-Your Name)
- *P.11 form can be downloaded through:
<http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>