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VACANCY ANNOUNCEMENT
VA Ref. 29/01/2020

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ORGANIZATIONAL LOCATION:	UN-Habitat Egypt Country Office
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	**Urban Governance, Policies and Legislation Programme Associate**
GRADE:	Service contract SB-3
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, the Programme Associate ensures effective delivery of the programme by managing the program projects and supporting the director in the implementation of the overall program strategy, plans and activities.

The Associate can supervise clerical and support staff of the Programme, S/he works in close collaboration with the operations, programme and projects' staff in the CO and UN-Habitat HQs as required

The Programme Associate will be responsible for the following duties:

1. Provides effective support to management of the CO programme focusing on the achievement of the following results:
   - Collection, analysis and presentation of background information for preparation of the program's strategy and operational plan.
   - Presentation of background information for formulation of the program's documents, work plans, budgets, proposals on implementation arrangements
   - Provide technical input and advice on issues related to governance, public management and public financial management
   - Support the program director in managing the program's consultancies missions
   - Provision of guidance to the executing agencies on routine implementation of projects.
   - Supports implementation of audit recommendations.

2. Provides administrative and technical leadership to the Programme's projects Unit on:
   - Provide technical and administrative support to overall projects management including the preparation of regular progress reports to donors, budget management and project assistance including proofreading, editing, backstopping and review of documents
   - Preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project
   - Follow up on the assignment and overall projects implementation
   - Monitoring, coordinating and backstopping of consultants
   - Lead on project closure, end of project reports and evaluation
   - Lead on reporting to donors, UN/RC office in Egypt, UN Habitat ROAS and HQ
   - Maintenance of the internal expenditures control system which ensures that expenditures are correctly recorded.

3. Supports resource mobilization focusing on achievement of the following results:
   - Support business development by reaching out to donors and potential partners
   - Drafting of concept notes and project proposals
   - Support negotiations with potential donors on technical aspects of the project
   - Lead on contractual process for new projects with donors and UN Habitat
   - Develop ideas for new projects and support the development of new projects through the development of a logframe, a project document and a budget

4. Ensures facilitation of knowledge building and knowledge sharing in the program by focusing on:
   - Review international case studies and best practices to feed into project implementation as well as the development of reform recommendations and policies
   - Analyse, prepare white papers and policy briefs for laws, decrees, regulations and policies related to local/regional urban development/planning, public finance management and urban governance (support)
   - Localize global tools related to urban planning and development as well as public finance and produce knowledge products
   - Lead on the production of policy briefs, technical papers and presentations that simplify the knowhow developed through the project
   - Organization of trainings for the operations/ projects staff on programme.
   - Synthesis of lessons learnt and best practices in programme.
   - Sound contributions to knowledge networks and communities of practice.

The key results have an impact on the overall performance of the Programme and its successful strategy implementation. Accurate analysis and presentation of information ensure proper programme implementation and widen the program's strategic partners and funders.

Functional & Core Competencies

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

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
- ❑ Provides background information to identify opportunities for project development and drafting proposals

Building Strategic Partnerships

Level 1.1: Maintaining information and databases
- ❑ Analyzes general information and selects materials in support of partnership building initiatives
- ❑ Idnetify and communicate with potential donors and partenrs
- ❑ Maintains databases of donor information
- ❑ Tracks and reports on mobilized resources

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products
- ❑ Documents and tracks innovative strategies/best practices/new approaches
- ❑ Responds positively to 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
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ❑ Demonstrates good knowledge of information technology and applies it in work assignments
- ❑ Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly 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
- ❑ Responds to client needs promptly

Core Competencies:

- ❑ 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

Qualification, Experiences and Skills

• Education: University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences is desirable.

• Experience: 5 to 7 years of progressively responsible programme experience is required at the national or international 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 advance 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. experience in handling of web-based management systems.

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