

VACANCY ANNOUNCEMENT

Number: VA: UNH-23/7/20

Issued on 23 July 2020

ORGANIZATIONAL LOCATION:	UN-HABITAT- Egypt Country office
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Assistant Programme Manager
GRAD	Service Contract SB-2
DURATION:	one year (Renewable according to budget availability and performance satisfaction)
CLOSING DATE:	6 August 2020
NUMBER OF VACANCIES	One

BACKGROUND

The Urban Policies, Governance and Legislations Unit in Egypt tries to tackle the multi-dimensional context of urban planning and management and the challenges faced in the implementation of Detailed Plans. The problem of the increasing share of sub-standard, informally developed areas in the cities and towns of Egypt cannot be resolved without reframing informal development to deliver sufficient spatial standard as well as explore unconventional urban development mechanisms in new cities developed on desert land in order to safeguard the valuable agricultural land. The realities necessitate finding the ways of making sure that the informal development is channeled to provide acceptable spatial standards and services by introducing other means, than legislation unsupported by effective enforcement, or planning that is never implemented, or providing alternatives in locations that are not economically viable for target population groups by development that is not affordable to them. The main objective of the project is to ensure that the rapid urbanization process is achieved in a controlled and sustainable manner.

Under the supervision of the Urban Policies, Governance, and Legislation Programme Manager. the Assistant Programme Manager shall play the role of facilitator the general communication of the program with different stakeholders with a special emphasis on governmental actors and entities. In addition to Support the organization and administration of capacity building measures

DUTIES AND RESPONSIBILITIES

Support the project manager and team members in implementing the project activities:

- Support in ensuring the proper project implementation as per the agreed upon workplan and the project monitoring framework.
- Support the team in M&E as well as developing and implementing sustainability strategy.
- Closely work with the project team to ensure the submission/availability of the required verification documents and materials.
- Contribute to the process of data gathering, categorization and updating for all projects' information.
- Develop user-friendly data extraction and reporting to assist in the preparation periodic fact/data/progress sheets for internal and external reporting and communication;
- Maintain overview of publications and effectively respond to inquiries for information material and knowledge products;
- Follow up with headquarters, the regional office and other relevant parties regarding contracting, hiring and payments of staff and consultants.
- Fill in forms or requests needed and develop templates for official communication in Arabic and English.

- Translate (Arabic-English) documents of limited size.
- Provide the required logistical and visual (branding) support to produce publications, guidelines and manuals.... etc.

Supporting enhanced organizational capacity of Key governmental and non-governmental actors:

- Ensure the proper implementation and documentation of the capacity building activities.
- Support the organization and administration of capacity building measures such as trainings and workshops to facilitate the implementation of capacity related activities with key governmental and non-governmental actors in territorial governance and urban development at the national and local levels.

Administrative responsibilities:

- Assist the project's team in the preparation, announcement, selection and follow up on the missions and consultancies TORs.
- Support the organization of relevant project's missions, visits, meetings and events.
- Support in bidding processes for various purchases and contracts.
- Maintain relevant internal databases and files; keeps track of any contractual agreements, etc

COMPETENCIES

The position requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi-disciplinary teams. More specifically, the position requires the following competencies:

- **Communication:** strong conceptual skills combined with proven ability to write technical and normative documents addressing a variety of audiences.
- **Building Trust:** provide an environment in which others can talk and act without fear of repercussion; manage in a deliberate and predictable way; operate with transparency; has no hidden agenda; place confidence in colleagues, staff members and clients; give proper credit to others; follow through on agreed upon actions; treat sensitive or confidential information appropriately;
- **Teamwork:** works collaboratively with colleagues to achieve agreed upon 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 and 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; must be able to work with a high degree of responsibility and with minimal supervision.
- **Corporate Competencies:** Demonstrates integrity by modelling the UN's values and ethical standers; Promotes the vision, mission and strategic goals of UN-Habitat; displays culture, gender, religion, race, nationality and age sensitivity and adaptability.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for

delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education: A first level university degree in business administration, economic and political science and or urban studies is required.

Experience: Up to 3 years of previous relevant practical experience is required, Experience with International NGOs or International organizations and/or governmental institutions is desirable

Language: Fluency in English (both oral and written) and Arabic is required.

Other desirable skills:

- Ability to handle sensitive information with absolute confidentiality
- Ability to organize information.
- Ability to make decisions independently or to escalate issues as needed
- Ability to work under pressure and within a multidisciplinary and multicultural team.

Application Process

Interested candidates should submit their covering letter, Resume and duly filled P.11 form* for the position to: UN-HABITAT, Egypt Office

Email: unhabitat-egyptvacancies@un.org

Deadline for applications: 6th of August 2020

Notes:

- Only short-listed candidates will be notified.
- Candidates are encouraged to submit their applications electronically.
- Please refer to the title of the position In the e-mail subject
- 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>