VACANCY ANNOUNCEMENT
REF Number: UNH 12/03/20

Issued on 12/03/2020

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LOCATION:</th>
<th>UN-HABITAT Egypt Country Office</th>
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<tbody>
<tr>
<td>DUTY STATION:</td>
<td>Cairo – Egypt</td>
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<tr>
<td>FUNCTIONAL TITLE:</td>
<td>Programme Officer</td>
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<tr>
<td>GRADE:</td>
<td>Fixed Term Appointment-NOB</td>
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<tr>
<td>POST DURATION</td>
<td>1 Year (Renewable)</td>
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<td>CLOSING DATE:</td>
<td>26 March 2020</td>
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BACKGROUND:

The Strategic Urban Planning Programme at UN-Habitat Egypt Office strive for the integration of participatory urban planning and management approaches into the urban policies and legal frameworks for human settlements development, including the provision of infrastructure and services. Key broad activities include; the promotion of capacity building in supporting participatory planning and management; liaising with regional and national planning associations to promote new planning approaches; providing technical assistance to national and local governments in Egypt to prepare and implement urban plans and design using participatory methods; as well designing and undertaking innovative demonstrations on participatory methods and implementation of urban plans for local urban authorities.

ORGANIZATIONAL CONTEXT:

Under the guidance and direct supervision of the Programme Manager of strategic planning & urban development, the Programme Officer is responsible analyzes political, social, strategic and economic trends and leads formulation, management and evaluation of projects activities within his/her portfolio, provides policy advice services.

The Programme Officer supervises, leads and coordinates activities of the projects’ staff. The Programme Officer works in close collaboration with the operations team, programme staff in other UN Agencies, UN-Habitat HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UN-Habitat programme implementation.
FUNCTIONS / KEY RESULTS EXPECTED

Summary of Key Functions:

1. Implementation of the planning and design programme strategies
2. Management of relevant projects’ implementation
3. Creation of strategic partnerships and implementation of the resource mobilization strategy
4. Provision of top-quality policy advice services to the Government and facilitation of knowledge building and management.

1. Ensures implementation of the planning and design programme strategies focusing on achievement of the following results:
   - Thorough analysis and research of the strategic, political, social and economic situation in the country and preparation of substantive inputs to CCA, UNDAF, UNPDF, Media for SDGs report, One UN Report and other documents.
   - Identification of areas for support and interventions within the thematic/sectoral areas assigned.
   - CO business processes mapping and preparation of the content of internal Standard Operating Procedures in Results Management.
   - Implementing programme strategies of relevant sectors (Strategic Planning & Urban Development) with focusing on achieving substantive inputs to UNPDF.
   - Team identification of strategic programme areas of cooperation.
   - Continual alignment of programme actions with the SDGs.

2. Ensures effective management of the Projects’ Implementation within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the projects activities achieving the following results:
   - Effective application of RBM tools, establishment of management targets and monitoring achievement of results.
   - Design and formulation of CO programme within the area of responsibility, translating UNH’s priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.
   - Initiation of a project, presentation of the project and getting PAG and necessary approvals, entering project into PAAS. Finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Programme Officer can perform functions of focal point in PAAS.
   - Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of projects.
   - Follow up on audit recommendations. All exceptions are timely reported.
• Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.

3. Ensures **creation of strategic partnerships and implementation of the resource mobilization strategy in cooperation with the Programme team**, focusing on achievement of the following results:
   • Development of partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic plan of UNH, country needs and donors’ priorities.
   • Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

4. Ensures **provision of top-quality advisory services and facilitation of knowledge building and management** focusing on achievement of the following results:
   • Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
   • Support to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
   • Sound contributions to knowledge networks and communities of practice.
   • Organization of trainings for the operations/ projects staff on programme issues.

**IMPACT OF RESULTS**

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

**COMPETENCIES AND CRITICAL SUCCESS FACTORS:**

**Advocacy/Advancing A Policy-Oriented Agenda**

**Level 1.2: Preparing information for advocacy**
   • Identifies and communicates relevant information for a variety of audiences for advocating UNH’s mandate.
Results-Based Programme Development and Management

Level 1.2: Contributes into results through primary research and analysis
- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation
- Analyzes country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly

Building Strategic Partnerships

Level 1.2: Maintaining a network of contacts
- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches

Level 1.2: Enhancing processes or products
- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

Resource Mobilization (Field Duty Stations)

Level 1.2: Providing inputs to resource mobilization strategies
- Analyzes information/databases on potential and actual donors
- Develops a database of project profiles. Identifies opportunities for project proposals for presentation to donors

Promoting Organizational Learning and Knowledge Sharing

Level 1.2: Basic research and analysis
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches
Job Knowledge/Technical Expertise

Level 1.2: Fundamental knowledge of own discipline
- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating 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

Global Leadership and Advocacy for UNH’s Goals

Level 1.2: Preparing information for global advocacy
- Identifies and communicates relevant information for advocacy for UNH’s goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for UNH’s mandate

Client Orientation

Level 1.2: Establishing effective client relationships
- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Anticipates client needs and addresses them 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
RECRUITMENT QUALIFICATIONS:

- **Education:** University degree in urban planning, urban management, or architecture. Excellent reporting skills are essential.

- **Experience:** 12-15 years of experience in the field of urban planning, urban management, or architecture. Relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web-based management systems is a must.

- **Language:** Fluency in both English and Arabic.

- **Other Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint), Familiarity with GIS applications and image and publishing software (Adobe Photoshop, InDesign, Premiere, Illustrator, etc). Strong communication skills are essential. Exceptional coordination, management and communication skills. Good reporting skills. Ready to provide independent evaluation.

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### 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 and Job Title in the subject line of your email otherwise you will not be considered.

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**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 P11 file (i.e. P11-Your Name)
- *P.11 form can be downloaded through: http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc*