VACANCY ANNOUNCEMENT
Number: 08/03/30

Issued on: 8 March 2020

ORGANIZATIONAL LOCATION: UN-HABITAT Egypt Country Office
DUTY STATION: Cairo
FUNCTIONAL TITLE: Programme Associate-Urban Upgrading and basic services Programme
GRADE: Service contract-SB3
POST DURATION: One Year (Renewable according to fund availability and performance satisfaction)
CLOSING DATE: 22 March 2020

BACKGROUND

UN HABITAT Egypt is continuing to grow rapidly to address the ever-growing needs of Egypt’s urban cities. In this light, UN HABITAT is launching a number of projects and initiatives in the housing and urban upgrading sector with the aim of supporting vulnerable local communities to access adequate housing and improved public services and basic infrastructure through both practices and policies.

Nearly quarter of the urban population live in slum/informal areas, the New Urban Agenda considers increased allocation of financial and human resources for the upgrading and prevention of slums and informal settlements, in addition to strategies that go beyond physical and environmental improvements, to ensure that slums and informal settlements are integrated into the social, economic, cultural, and political dimensions of cities. These strategies should include, as applicable, access to sustainable, adequate, safe, and affordable housing; basic and social services; and safe, inclusive, accessible, green, and quality public spaces; and they should promote security of tenure and its regularization, as well as measures for conflict prevention and mediation.

In Egypt, and with the growing urban demand, multiple socio-economic drivers resulted in a high percentage of informally developed areas across the cities. This took different forms, from squatting on the state-owned land, to the additional expansion on agricultural land, at the same time, many inner-city areas have deteriorated and turned into derelict and unsafe neighbourhoods. Additionally, many rural and urban areas are suffering from inadequate water and sanitation accessibility.

In response, UN-Habitat in cooperation with the Ministry of housing, utilities and urban communicates are initiating a pragmatic and inclusive model for the inclusion of informal areas within the development strategies to secure the sustainability and effectiveness of the development projects and ensure the rights of residents in light of the Sustainable Development Goals and the New Urban Agenda. The programme focuses on availing adequate housing and basic services through enabled
knowledge-based national policies that are inclusive and integrated, in addition to testing and scaling up of innovative, result based and efficient approaches and tools.

This includes addressing urban upgrading and new housing provision from an integrated city wide approach under the umbrella of the National housing strategy, improving access to water and sanitation through innovative approaches that are financially efficient and environmentally resilient, Supporting climate action in the urban context, all supported by relevant capacity building and legislation backstopping.

**RESPONSIBILITIES AND IMPACT OF RESULTS**

Under the overall supervision of UN Habitat’s Housing and urban upgrading programme officer, the Programme Associate ensures effective delivery of the urban upgrading programme by entering and managing data and supporting programme implementation consistent with UN-Habitat rules and regulations. The Programme Associate will supervise staff of the Programme Unit. The Programme Associate works in close collaboration with the operations, programme and projects’ staff in the CO and UN-Habitat HQs as required for resolving complex programme-related issues and exchange of information.

The key results have an impact on the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

The programme associate will undertake the following responsibilities related to the programme:

1. **Supports formulation of programme strategies, management and implementation of the urban upgrading programme focusing on achievement of the following results**

   - Collection, analysis and presentation of background information for preparation of CCA, UNSDCF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC).
   - Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementation arrangements.
   - Support the implementation of programme activities to ensure timely delivery of goals and deliverables
   - Drafting of project documents and creation of a project online systems, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project.
   - Provision of guidance to the executing agencies on routine implementation of projects.
   - Presentation of information for audit of NEX projects, supports implementation of audit recommendations.
   - Lead coordination among partners including but not limited to: government, UN HABITAT headquarters, national and international consultants in line with the programme objectives and mandate.
   - Assist in development of programme work plan and provide support for management and monitoring of budget and activities
• Prepare and draft TORs, contracts and MoUs for programme partners and consultants and follow up on submission of progress reports and agreed deliverables
• Lead projects reporting and documentation
• Lead the identification of local partners as necessary for various tasks
• Conduct necessary research for literature reviews and for problem solving as needed
• Review technical documents and support feedback provision and communication to implementing partners;
• Prepare agenda for relevant missions, identifying key stakeholders to meet and setting up meetings accordingly;
• follow up regularly with partners to ensure timely delivery of requested tasks.

2. **Provide support to proposal development and portfolio expansion**

• Scan relevant business opportunities and explore potential partnership
• Research global best practices and methodologies for new business areas;
• Support in the development of concept notes and project documents;
• Coordinate meetings and follow up with potential business partners;

3. **Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:**

• 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.

**Work Conditions:**

The incumbent will work at Cairo Office location, in a daily basis and according to the official working hours, occasional travel to projects locations in Egypt will be required.

**QUALIFICATIONS**

**Education**

Post Graduate degree in urban planning, architecture, international development, or related field

**Work Experience**

More than 5 years of professional experience in related areas such as architecture, urban planning and development. Experience working with international agencies is a must
**Language**

Fluency in English and Arabic (oral, written, and comprehension)

**Competencies:**

- **Project Management:** Strong project management skills specifically time management, ability to follow up on tasks and with multiple partners
- **Research:** Ability to research new business areas and synthesize large amount of information to develop project strategies
- **Communication:** Excellent communication skills and ability to negotiate among partners. Excellent English writing skills and proficiency in Arabic, specifically the ability to read government documents and interpret them
- **Planning and organizing:** Ability to work independently with minimal guidance. Ability to organize and prioritize tasks
- **Creativity:** Actively seek to offer new and different options to solve problems
- **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.
- **Professionalism:** Ability to approach work with energy and a positive, constructive attitude

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<th>Submission of Applications</th>
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<td>Interested candidates should complete the United Nations Personal History form (P.11) and forward it electronically at the following email address: <a href="mailto:unhabitat-egyptvacancies@un.org">unhabitat-egyptvacancies@un.org</a> no later than the deadline indicated. Please indicate the vacancy reference number and Functional title in the subject line of your email.</td>
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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 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](http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc)