VACANCY ANNOUNCEMENT
REF Number: UNH 14/09/2022

ORGANIZATIONAL LOCATION: UN-HABITAT Egypt Country Office
DUTY STATION: Cairo – Egypt
FUNCTIONAL TITLE: The Urban Governance, Policies and Legislation Programme Associate
GRADE: Part time 60%-Service contract SB3
POST DURATION: 1 Year (Renewable)
CLOSING DATE: 28/09/2022
Number of Vacancies: 1

BACKGROUND:

Under the direct supervision of the Urban Governance, Policies and Legislation Programme Manager, the Programme Associate is responsible for providing technical support and support in identifying relevant policy recommendations and administrative support.

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. The current policy and development practices in Egypt are facing numerous challenges to enable the implementation of sustainable and efficient urban development. Centralization, weak coordination between development sectors, and poor participation of local communities are among various difficulties hindering the achievement of enhanced national development through urbanization.

Urbanization is a key driver of development. Hence, sustainable planning and governance of urbanization is crucial to accommodate the rapid population growth, empower cities to optimise the value of urbanization and ensure even development, inclusion and equality. Rapid urbanization presents a unique opportunity to lift millions out of poverty when managed sustainably. However, inadequate urbanization management, doubled with rapid population growth has adversely affected quality of life leading to lack of adequate housing, and increasing inequality. These conditions contribute to diseconomies (e.g. congestion, pollution, displacement) that overtime negatively affects the overall city prosperity, efficiency, productivity and competitiveness.

The Urban Governance, Policies and Legislation Program in Egypt works towards tackling the multi-dimensional urbanization context with a special attention to urban management, urban planning, urban economy where all stakeholders are empowered and enabled to engage and play their expected role(s). The program engages with all stakeholders and on different levels to find new appropriate, realistic and context driven approaches to urbanization processes that ensure the provision of acceptable spatial standards and services. The program provides governance legislative and policy recommendations to consolidate, ensure the replicability and scale up all its successful interventions.
Key Functions:

➢ Support the Programme team in reviewing and developing the program strategy, workplan and reaching the overall program objectives.
➢ Support the program team in capacity building advisory services in addition to the overtaking the required facilitation of its activities to the government.
➢ Support the program team in overseeing and quality managing of all consultancy missions, with a special focus on land readjustment and detailed planning.
➢ Provide the required support to the program team on urbanization topics.
➢ Reporting on achieved progress of (and assuring the implementation of) projects’ activities regarding the undertaking of urban plans.

Key results Expected

1- Support the implementation of Governance and Legislation Programme strategies.

- Through analysis and research of the political and social situation in the country and preparation of substantive inputs in all the required program documents.
- Support in supervising the process of organizational capacity building assessment, followed by trainings and workshops to enhance the organizational capacity of key governmental and non-governmental actors engaged in territorial governance and urban development at the national and subnational levels.

2- Reporting on achieved progress of (and assuring the implementation of) the program projects’ activities regarding the undertaking of urban plans.

- Preparing TORs for consultants.
- Monitoring and backstopping the work of all consultancies and ensuring compliance with the overall project and agreed consultancy TORs and quality standards.
- Coordinating the partnership processes with relevant governmental and non-governmental agencies (Land Survey Authority, the Real Estate Publicity Department, Governate departments, CSOs, Private Sector, Academia…etc.) in all implementation sites in order to agree on relevant roles and implemented them as expected (prepare cadastral maps, Land tenure and Land value maps…etc.)
- Coordinating between different levels for the project implementation to assure best harmony and productivity. Including managing the relationship between the field coordinators, the substantial officers, the project’s consultants, the administration team and the program manager.
- Mediate community disputes or assist in developing alternative plans or recommendations for programs or projects.
- Support in conduct and supervise the urban context (legal, political and economic) analysis processes for the program’s implementation sites (governorate level).
• Review international case studies and best practices to feed into the reform initiatives suggested by the Egyptian Government.
• Support in the production of publications, guidelines and policy briefs, technical papers and technical guidelines/presentations that simplify the knowhow developed through the project.
• Support organizing/holding public meetings with government officials, social scientists, lawyers, developers, the public, or special interest groups to formulate, develop, or address issues regarding best potential practices, by adopting integrated development methodology through mixing planning, urban design and social development theories.
• Supporting in developing new proposals and developing the programme profile.

IMPACT OF RESULTS

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

COMPETENCIES AND CRITICAL SUCCESS FACTORS:

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

Building Strategic Partnerships
Level 1.1: Maintaining information and databases
❖ Analyzes general information and selects materials in support of partnership building initiatives

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 good 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
Global Leadership and Advocacy for UNH’s Goals

Level 1.1: Research and analysis
❑ Identifies relevant information for advocacy for UNH’s goals for a variety of audiences

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

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: Bachelor’s Degree in urban planning or design, architecture, urban management, engineering is required.
❑ Experience: 5 years of relevant experience at the national or international level in providing support in management advisory services related to urban development is required and hands-on experience in urban design, detailed planning, monitoring and evaluation of development projects is required
❑ Language: Fluency in both oral and written English and Arabic are required
❑ Other desirable skills: Proficient in Microsoft Office (Word, Excel, PowerPoint), Familiarity with GIS applications and image and publishing software (Adobe Photoshop, InDesign, Premiere, Illustrator, etc) is desirable
### 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 28 September 2022 at 18:00 Cairo Local time. Please indicate the vacancy reference number UNH 14/09/2022 and Job Title in the subject line of your email otherwise you will not be considered.

**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)