

**VACANCY ANNOUNCEMENT**  
**VA Reference n# Readvertisement VA 21/09/2022**

*Issued on: December 26, 2022*

<b>ORGANIZATIONAL LOCATION:</b>	United Nations Human Settlements - Egypt Country Programme
<b>DUTY STATION:</b>	Cairo, Egypt
<b>FUNCTIONAL TITLE:</b>	Basic Service and Climate Change Programme Assistant
<b>GRADE:</b>	SB-3
<b>POST DURATION</b>	12 months
<b>CLOSING DATE:</b>	January 9, 2023, at 18:00 Cairo Local time
<b>Number of Vacancies</b>	1

**Org. Setting and Reporting**

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. This post is located in the Egypt country programme, Cairo duty station. Under the overall guidance and direct supervision of the Basic Services and Climate change Programme Officer.

**Background**

UN HABITAT Egypt is continuing to grow rapidly to address the ever-growing needs of Egypt's urban cities. Urbanization is a key driver of development and cities are seen to be on the frontline of many of the global challenges the world is currently facing. As the world rapidly urbanizes, cities are facing challenges of meeting the needs of growing populations. In order to capture the potential of these populations, sustainable living communities are necessary. SDG 11 emphasizes inclusive, safe, resilient, and sustainable cities. A key component to achieving this is the provision of basic services including mobility, water, and sanitation. In today's world, emphasis must be put on the provision of these services while also taking in consideration climate change.

Basic Services and Climate Change Programme (BSCC) is the sub-division in UNHABITAT Egypt office dedicated to two of UN-Habitat's four *Domains of Change (DOC)*, defined as: DOC-1: Reduced spatial inequality and poverty in communities across the urban-rural continuum and DOC-3: Strengthened Climate Action and Improved Urban Environment. Mandates and activities align with the overall Theory of Change (TOC) set in UNHABITAT's strategic plan (2020-2023).

To meet the outcomes of the above domains, the structure of the BSCC programme is defined by four fields of activity (clusters) defined based on areas of priority in Egypt in alignment with Egypt's sustainability and climate agenda: 1. Urban Mobility, 2. Innovation, 3. Circular Economy, and 4. Green Infrastructure. Within this portfolio's clusters, there are existing projects including the Western Greater Cairo Bus Rapid Transit project and Downtown Cairo bike-sharing project, and projects for access to water and sanitation among other basic services, as well supporting the government in advancing climate change agenda and enhancing resilience for the urban poor.

**Key Functions:**

- Provide effective programmatic support to the Basic Services & Climate Change portfolio.
- Provide support to proposal development and portfolio expansion.
- Provide operational, administrative, and financial support to the programme.

**Key Results Expected:**

1. Provide effective programmatic support to the Basic Services & Climate Change portfolio
  - Support the implementation of project activities to ensure timely delivery of project goals deliverables.
  - Support in coordinating among project partners including but not limited to: government, UN HABITAT headquarters, other UN agencies and international consultants;
  - Support in preparation of TORs, legal documents such as (AoCs, MoUs, etc..) for programme partners and consultants and follow up on submission of progress reports and agreed deliverables.
  - Support on project evaluation, reporting and documentation.
  - Prepare for and organize meetings with government entities and facilitate data collection.
  - Support in identifying local partners as necessary for various tasks.
  - Conduct necessary research for literature reviews and for problem solving as needed.
  - Support in reviewing technical documents and provide feedback to implementing partners.
  - Set agenda for relevant missions, identifying key stakeholders to meet and setting up meetings accordingly.
  
2. Provide support to proposal development and portfolio expansion
  - Research global best practices and methodologies for new business areas.
  - Support in the development of concept notes.
  - Coordinate meetings and follow up with potential business partners.
  - Provide logistical support for organizing scoping missions where necessary.
  - Prepare clear and comprehensive slideshow presentations for various partners.
  
3. Provide operational, administrative, and financial support to the programme
  - Submit and follow up on payment requests for consultants,contractots and implementing partners ;
  - Complete all necessary administrative tasks for recruitment of staff and consultants;
  - Support in financial reporting to donors with ensuring delivery rate is maintained;
  - Support in drafting solicitation documents such (RFQs,ITBs and RFPs)
  - Arrange all travel logistical and operational requirements including travel requests and authorizations and DSA payments and ensure submitting the mission repots and claims in a timely manner.
  - Undertake all necessary logistical coordination for missions, local and international

**Impact of the Result**

The key results have an impact on the success of country programme within Basic Services and Climate change areas of cooperation. In particular, the key results have an impact on mobility, water and sanitation, and climate change, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

**Core Competencies:**

- **Project Coordination:** Strong project coordination 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.

## **Recruitment Qualifications**

### **Education**

Bachelor's degree in urban planning, architecture, urban design, or related field is required, master's degree is preferable.

### **Work Experience**

3 years of professional experience in related areas such as urban planning, architecture, and international development is required. Experience working with international agencies/companies as clients, partners, or employers, is a preferable, Experience working with governmental entities is an asset

### **Languages**

English and French are the working languages of the United Nations.  
For this post, fluency in oral and written Arabic and English is required.

NOTE: "fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

This position is open for recruitment for nationals only and for an initial period of one year and may be subject to extension.

### **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](mailto:unhabitat-egyptvacancies@un.org) no later than the deadline indicated **9<sup>th</sup> of January 2023 at 18:00 Cairo Local time**. Please indicate the vacancy reference **Readvertisement VA 21/09/2022** 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 P11 file (i.e. P11-Your Name)**
- \*P.11 form can be downloaded through:
- <https://police.un.org/en/p11-personal-history-form-english>