

VACANCY ANNOUNCEMENT

VA Reference n# 20/9/2023

Issued on: 20/9/2023

ORGANIZATIONAL LOCATION:	UN-HABITAT- Egypt Country office
DUTY STATION:	Qena City, Egypt
FUNCTIONAL TITLE:	Field Coordinator
GRADE:	Service Contract SB3
DURATION:	6 months (Renewable according to budget availability)
CLOSING DATE:	3 of October 2023 at 18:00 Cairo local time
NUMBER OF VACANCIES:	1 Vacancy

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 Urban Governance, Policies and Legislation Programme Manager.

BACKGROUND

UN Habitat in Egypt

Established in 2005, UN-Habitat Egypt Programme has been providing technical support to national counterparts on a wide range of urban issues. Adopting an integrated approach, UN-Habitat Egypt has supported reforming and improving urban planning and management through three main sub-programmes, namely; urban planning and design; urban policies, legislation and governance; and urban basic services and mobility.

Urban Governance, Policies and Legislation Programme

The Urban Governance, Policies and Legislation Programme in Egypt works towards to 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).

Hayenna – Integrated Urban Development Project

In 2018, the Ministry of Housing, Utilities, Urban Communities (MoHUUC), Ministry of Foreign Affairs (MoFA), the General Organization for Physical Planning (GOPP), the UN-Habitat and the Swiss State Secretariat for Economic Cooperation (SECO) signed three different agreements (the project agreement, the separate agreement, and the contract) governing the Hayenna- Integrated Urban Development Project. The project aims at developing a **more transparent land management, as well as implementing better-planned and financially sustainable basic infrastructure services that offer an attractive and inclusive alternative to informal settlements and promoting local economic facilities in two pilot Governorates**. Qena was selected as the first pilot Governorate. The second pilot governorate will follow benefiting from the lessons learned from the first pilot. The project thereby intervenes in three dimensions: **urban planning and design, public finance management and land-based financing, and support to urban legislation and regulation**. Project' interventions take place in two sites in Qena City, al-Humydat and al-Ma'ana.

Under the supervision of the Urban Governance, Policies and Legislation Programme Manager the field coordinator shall play the role of facilitating and coordinating the project activities in addition to supporting the engagement of

community members in the relevant project activities on the governorate and local levels. By focusing on relevant participation techniques, approaches and tools, the field coordinator shall liaise between the local community, public officials and UN Habitat team and other stakeholders.

Duties and responsibilities

The candidate will fulfil the following tasks:

Stakeholders' identification, orientation and raising awareness on urban and local economic development

- 1- Propose and define relevant stakeholders based on a clear analysis of the local context, community, and power dynamics in the selected areas.
- 2- Support in suggesting and defining entry points within the community and with the agreed upon stakeholders.
- 3- Organize orientation sessions for respective officials and governmental counterparts mainly local executive councils to ensure common understanding of planning city extensions and inner-city areas.
- 4- Promote the inclusion of CSOs, private sector and community members, (particularly women and youth) and conduct briefings on the project goal and objective.
- 5- Assist the associated and relevant stakeholders\ consultants to identify different sources of resources and local resources needed for mobilization.

Enhance the capacity of local officials on urban development, citizen engagement and structural policy dialogue

- 1- Participate in the preparation and implementation of the Community Engagement Strategic Framework and its relevant activities
- 2- Support the conduction of capacity assessments for local executive councils and NGOs.
- 3- Support in preparing and delivering capacity building activities for local administration: including capacity needs assessment, capacity building action plan, shadowing plan and training materials.
- 4- Link local actors with other local and national experts on issues related to city extensions/inner city areas planning and budgeting.
- 5- Assist consultants in identifying technical needs and appropriate points of intervention.
- 6- Undertake all logistics related to organizing and executing the workshops at local level.

Monitoring and Evaluation

- 1- Following up on different formal correspondence and admin procedures relevant to the project
- 2- Document and share case studies, anecdotes and lessons learned that are related to project experiences.
- 3- Provide progress reports on current activities, documenting and analyzing successes and areas of improvement.
- 4- Support in monitoring and evaluating the impact of the project interventions, including, and not limited to trainings, and share main lessons learned.
- 5- Ensure local media coverage of the project activities
- 6- Maintain an up-to-date filing system for documentation related to the planning process at the community level

COMPETENCIES

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- **Planning& 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational 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.
- **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.

QUALIFICATIONS

Education: A first level university degree or equivalent in social studies, political science, business administration or a development related field is required.

Experience:

- Five (5) years of previous experience in the field of development is required.
- Previous work experience in capacity building/institutional strengthening schemes in the context of development programmes is desirable.
- Familiarity in working with local administration units and local communities is an asset.

Language: Fluency in oral and written Arabic is required. Basic working knowledge of 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.

Other desirable skills:

- Ability to understand, apply and adapt community development concepts and approaches
- Good skills in community resource mobilization tools and techniques
- Good computer skills in Windows, Word, Excel and PPT

Special Notice

This position is open for recruitment for Nationals only 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 no later than the deadline indicated 3 of October 2023 at 18:00 Cairo local time.

Please indicate the vacancy reference number (VA n# 20/9/2023 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 P11file (i.e., P11-Your Name)
- *P.11 form can be found on UNDP's website.