

Vacancy announcement

REF: Prog/002-11/2022

Date: 06 November 2023

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Arab States
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Urban Planner (ROAS)
GRADE:	SB4 – Peg 1
POST DURATION	9 months
CLOSING DATE:	20 November 2023

Background

UN-Habitat Regional Office for Arab States (ROAS) was established in 2011 in Cairo, Egypt, and provides technical cooperation and capacity building for 18 countries across the Arab region. The Regional Office promotes and implements policies, programs and operational projects in UN-Habitat's focus areas, at regional, national, and local levels, aimed at achieving sustainable urban development in the countries of the region, and provide technical cooperation services, upon request from governments. UN-Habitat ROAS covers all the operational activities and projects in 18 countries across the Arab Region; currently, with 12 active country programmes. UN-Habitat promotes sustainable urbanization in the Arab region as a key driver and prerequisite of sustainable development and empowers cities to harness the value of urbanization and ensure even development, inclusion and equality, lifting millions out of poverty.

The Regional Office for Arab States (ROAS) is responsible for implementing UN-Habitat's mandate at regional level by promoting socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. ROAS provides technical cooperation and capacity building in line with UN-Habitat's seven substantive areas for 18 countries across the Arab region: Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Palestine, Oman, Qatar, Saudi Arabia, Syria, Sudan, Tunisia, the United Arab Emirates, and Yemen.

This task aims to support the mainstreaming of UN-Habitat-identified and locally contextualized urban planning tools and methodologies across the Arab States supporting different country offices such as Egypt and Libya country offices. The selected urban planner will work closely with the regional office and the local urban planning and design teams to ensure the best.

1. Duties and Responsibilities

Summary of key functions:

- ☐ Provide effective programmatic support for UN-Habitat's urban planning projects across the region.
- ☐ Provide operational, administrative, and financial support to urban planning projects.
- ☐ Support partnerships activities at project level
- ☐ Ensures facilitation of knowledge building and knowledge sharing, guidance to all stakeholders on financial matters focusing on the achievement of the following results:

Duties & Responsibilities: The Urban Planner will be responsible for the following duties:

1. Provide effective programmatic support for UN-Habitat's urban planning projects across the region.

- Support the implementation of projects' activities to ensure timely and quality delivery of goals and deliverables.
- Support in coordinating among partners including but not limited to: Government, UN HABITAT, development partners, and consultants.
- Assist in development of work plans and support for monitoring activities of the projects.
- Prepare and draft TORs, contracts for programme partners and consultants and follow up on submission of progress reports and agreed deliverables.
- Support on projects' reporting and documentation.
- Prepare for and organize meetings and facilitate data collection and power point presentations.
- Support in identifying local partners as necessary for various tasks.
- Review technical documents and support feedback provision and communication to implementing partners.
- Coordination of agenda for relevant missions, support in identifying key stakeholders to meet and setting up meetings accordingly.
- Prepare all necessary requested mission documents for security clearances.
- Follow up regularly with partners to ensure timely delivery of requested tasks.

2. Provide operational, administrative, and financial support to urban planning projects

- Maintaining proper filing, both soft and hard versions, of project documents and submissions.
- Arrange all travel logistical and operational requirements including travel requests and authorizations and payments.
- Drafting formal correspondence, in both Arabic and English.
- Submit and follow up on payment requests.
- Complete all necessary administrative tasks for recruitment of staff and consultants.
- Support in financial reporting to donors with ensuring delivery rate is maintained.

3. Support partnerships activities at project level

- Be familiar with the activities of other development projects in the sector/area, establish contact and keep up-to date with their work.
- Create and maintain partnerships with local institutions, private sector in project target areas

4. Ensures facilitation of knowledge building and knowledge sharing, guidance to all stakeholders on financial matters focusing on the achievement of the following results:

- Regular exchange of information/experience with other projects, cross-learning and sharing results and good practices
- Capture lessons learnt during project implementation – a lessons learnt log can be used in this regard.
- Participation in regular internal meetings,
- Participation in training events, communities of practice, codifying and sharing knowledge.
- Facilitation and organization of training for project staff to enable them to perform at the required level.

2. SUPERVISION

The vacancy is full time and located in the UN-Habitat Regional Office for Arab States in Cairo, Egypt. The Urban Planner will work under the overall supervision of the Representative (a.i) Regional Office for Arab States, and the direct supervision of the Programme Team Managers.

3. Competencies

- **Professionalism:** Demonstrated ability to think strategically, to analyse complex information and offer creative, practical solutions, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.
- **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; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- **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.

4. Qualification, Experiences and Skills

Education: Advanced university degree (Master's degree or equivalent) in urban planning or a related field is required. A first-level university degree in combination with two (2) additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work Experience:

- 2 years of relevant experience in the field of urban planning management and/or development is required.
- Previous experience in implementing, reviewing, and monitoring urban planning projects is required.
- Previous experience with international organizations and government counterparts in Arab States is desired.

Languages: Fluency in written and oral Arabic and English are required for this assignment. Working knowledge of another UN language would be considered as an advantage.

Other skills: Proficient in Microsoft Office (Word, Excel, PowerPoint), writing and reporting skills is required.

Submission of applications:

- All interested applicants shall submit their P11 form to UN-Habitat Regional Office Vacancy e-mail: unhabitat-roas-vacancies@un.org
- Deadline for applications: 20 November 2023 @5:00 pm Cairo time
- NB: Please refer to the Job ref. Prog/002-11/2023 & Job title in the e-mail subject.
- Only short-listed candidates will be contacted for further interviews.