

## VACANCY ANNOUNCEMENT

VA Reference n# 2

Issued on: \_\_\_\_\_

ORGANIZATIONAL LOCATION:	UN-HABITAT- Egypt Country office
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Infrastructure Specialist
GRADE:	Service Contract SB4 (part-time 60%)
DURATION:	12 months (Renewable according to budget availability)
CLOSING DATE:	_24.3.2024_
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 and Damietta**. 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 and one site in Damietta City, Alshoaraa.

Under the supervision of the Urban Governance, Policies and Legislation Programme Manager the Programme Associate shall play the role of facilitating and coordinating the infrastructure related activities in addition to

providing technical assistance to the project team, ultimately contributing to the successful implementation of the selected water and sanitation interventions of Hayenna Project in both governorates.

### **Duties and responsibilities**

The candidate will fulfil the following duties and responsibilities:

- 1- Provide technical support to the programme manager in the implementation of the infrastructure component of Hayenna Project.
- 2- Lead the coordination and communication among the experts and local coordinators regarding the infrastructure component, including required permits and approvals.
- 3- Support and accompany the Qena and Damietta water companies for all relevant procurements (financed by SECO and the Egyptian contribution) for the selected infrastructure interventions.
- 4- Technically lead all infrastructure related procurement processes including the procurement of the Design, implementation and supervision consultants for Qena and Damietta, including preparation of ToRs and evaluation of bids.
- 5- Manage contracts of selected contractors including technical revision of submissions and payments; Supervise the acceptance procedures, handover, manages the defects liability period and resolving possible guarantee claims.
- 6- Review technical/progress reports submitted by the design, Implementation and Supervision Consultant(s).
- 7- Follow up on the design and supervision consultant to ensure the site supervision of the selected infrastructure interventions is progressing according to the agreed plan, procedures, and is fully documented.
- 8- Provide technical reports on the implementation of infrastructure interventions.
- 9- Support the programme manager and the team in the preparation of progress reports to donors, proofreading, editing, and reviewing of program and project documents.
- 10- Keep up-to-date and proper knowledge management system on relevant documents/reports/guidelines.
- 11- As required, prepare (English /Arabic letters and reports) and write meeting minutes for infrastructure related meetings.
- 12- Support the development of publications, guidelines and manuals that are relevant to the infrastructure component including lessons learnt.

### **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 in Civil Engineering, Infrastructure, Water Resources Engineering or a related field is required.

**Experience:**

- At least seven (7) years of proven experience in the fields of infrastructure, water and sanitation, public works, civil engineering, or a related field is required.
- Experience in water provision and/or sanitation projects including tendering process, evaluation, contracting and supervision is required.
- Familiarity in working with local administration units and local communities is desirable.

**Language:** 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.

**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](mailto:unhabitat-egyptvacancies@un.org) no later than the deadline indicated \_\_\_\_ of February, 2024. **Please indicate** the vacancy reference number (VAn# \_\_\_\_\_) 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 downloaded through:  
[procurement-notice.undp.org.doc](http://procurement-notice.undp.org.doc) (live.com)