

VACANCY ANNOUNCEMENT
VA Reference n# 23/04/2024

Issued on 23/04/2024.

ORGANIZATIONAL LOCATION:	United Nations Human Settlements -Egypt Country Programme
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Programme Officer, Urban development
GRADE:	Service Contract- SB4 – Peg 1
POST DURATION	12 months
CLOSING DATE:	07 of May 2024 at 18:00 Cairo Local time.

Org. Setting and Reporting

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for housing and human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing 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 country Administrative Officer.

Background

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.

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. In Egypt, 75% of the GDP is generated in urban areas and 80% of the jobs are in existing cities. However, unplanned urbanization and rapid encroachment the valuable agricultural and desert land surrounding cities and rural settlements result in rapid growth of informal, unplanned urban expansion. Over 16 million urban inhabitants live today in informal and unplanned settlements around urban areas. Moreover, urban population in Egypt is not evenly distributed among its cities, 96 percent of total population lives on 4 percent of the total national area, while the remaining percentage spread on 96 percent of the total inhabited area. This led to more imbalances where 68 percent of the total population are living in three regions, Greater Cairo Region, Alexandria and Delta; representing 1.8 percent of Egypt’s total area, while 77 cities comprise 4 percent of the urban population.

Urban planning and management play an important role to ensure urbanization values are optimized, captured, and fairly distributed among urban and rural population. In Egypt, efforts to improve urban planning and management practices varies largely in their nature and effectiveness. The Ministry of Housing, Utilities and urban communities plays an effective role in guiding policies and programmes to improve urban development tools and programmes.

In this context, this post is envisioned to ensure effective support is provided to national and local counterparts in resilient urban planning and management field. The urban development programme manager is responsible for development, implementation, monitoring, and evaluation of the urban development programme with focus on resilient urban planning and regeneration in Egypt.

Under the guidance and direct supervision of the Urban development Programme Manager (UDPM), the Programme officer is responsible for management of UN-Habitat urban development programme within the thematic/sectoral areas assigned. The Programme Officer analyzes political, social and economic trends and leads formulation, management and evaluation of programme activities within his/her portfolio, provides policy advice services.

The Programme Officer supervises and programme support staff, coordinates activities of the projects' staff. The Programme Officer works in close collaboration with the operations team, programme staff in other UN Agencies, UN-Habitat HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UN-Habitat programme implementation.

Summary of key functions:

- Implementation of urban development programme strategies
- Management of the urban development programme
- Provide operational, administrative, and financial support to urban development projects
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Ensures facilitation of knowledge building and knowledge sharing

Duties & Responsibilities: The Programme Officer will be responsible for the following duties:

1- Implementation of urban development programme strategies, focusing on achievement of the following results:

- lead the implementation of projects' activities to ensure timely and quality delivery of goals and deliverables.
- Coordinate among partners including but not limited to: Government, UN HABITAT, development partners, and consultants.
- Development of work plans and monitoring activities of the projects.
- Prepare TORs, contracts for programme partners and consultants and follow up on submission of progress reports and agreed deliverables.
- Lead on projects' reporting and documentation.
- Prepare for and organize meetings and facilitate data collection and power point presentations.
- Identifying local partners as necessary for various tasks.
- Review technical documents and provide feedback provision and communication to implementing partners.
- Suggest agenda for relevant missions, 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- Ensures effective management of the urban development programme within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results:

- Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results.
- Design and formulation of CO programme within the area of responsibility, translating UN-Habitat's urban development priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.

- Initiation of a project, presentation of the project to review committees, entering project into PASS/IPMR, finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Programme Officer can perform management functions in IPMR/ UMOJA for PO approvals, participates in recruitment processes for projects.
- Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of projects.
- Follow up on audit recommendations. All exceptions are timely reported.
- Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.

3- Provide operational, administrative, and financial support to urban development 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.

4- Support partnerships activities at programme level

- Development and maintaining partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UN-Habitat, country needs and donors' priorities.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

5- 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
- Sound contributions to knowledge networks and communities of practice.
- Capture lessons learnt during project implementation – a lessons learnt log can be used in this regard.
- Participation in regular internal meetings,
- Organization and 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.

SUPERVISION:

The vacancy is full time and located in the UN-Habitat Egypt office in Cairo. The Programme officer will work under the overall supervision of the Urban Development Programme Manager.

Competencies:

- **Project Management:** Strong project management 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.
- **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.
- **Creativity:** Actively seek to offer new and different options to solve problems.
- **Accountability:** Takes ownership of all responsibilities and honours 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

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 for advanced University degree holders and 4 years of experience for first degree holders.
- Previous experience in implementing, reviewing, and monitoring urban planning projects is required.
- Writing, Reporting, and Research skills are required.
- Previous experience with international organizations and government counterparts in Egypt 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.

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 **07 of May 2024 at 18:00 Cairo Local time**. **Please indicate** the vacancy reference number (**VA n#23/04/2024**) 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: [Form](#)