

VACANCY ANNOUNCEMENT
Ref. 004/05/2024

Issued on: 9 May 2024

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Arab States
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Land Governance Programme Officer, Arab region
GRADE:	SB4
POST DURATION:	One Year (renewable)
CLOSING DATE:	31 May 2024

Organizational Setting and Reporting Relationships

UN-Habitat is mandated to develop, test, disseminate and support country-level implementation of pro-poor and gender responsive land tools and approaches. In the past years, UN-Habitat and its Regional Office for the Arab states have been expanding their work on land to protect housing, land and property rights of vulnerable groups, including women, displaced people and migrants. People living in fragile contexts encounter multiple obstacles in enjoying their land and housing rights: practical, legal, political, economic and cultural. Enchaining access to land and tenure security for vulnerable groups, including women, is crucial for poverty reduction, as well as for triggering broader social and economic development, and for the full realisation of human rights, peace and stability.

UN-Habitat is delivering on its commitment to improve land tenure security and protect the right to adequate housing in Arab states and conflict-affected countries by implementing a set of related projects. The projects focus on supporting land-related research and partnership building, capacity development and awareness-raising, disseminating inclusive and gender responsive land tools, and implementing land-related interventions in selected countries and communities.

This Land Governance Programme Officer assignment will support the implementation of the UN-Habitat land-related projects in Arab states and conflict affected countries. Under the overall leadership of the Director of the Regional Office for Arab States and the supervision of the Land Specialist, the Land Governance Programme Officer will deliver specific components of the projects and coordinate the work of UN-Habitat partners in Arab states and conflict-affected contexts for the successful implementation of the various project components. The Programme Officer will also collaborate with UN-Habitat colleagues based in country offices and Headquarters' divisions, particularly the Land, Housing and Shelter Section.

Responsibilities

Within the delegated authority and under the supervision of the Land Specialist, within the Regional Office for Arab States or his/her designated mandated representative(s), the Land Governance Programme Officer will:

- Contribute to the conceptualisation, design and implementation of Arab Land Initiative's activities, to ensure maximum impact in the achievement of its vision.
- Organize events in the region, supporting the preparation of the Arab Land Conference, knowledge exchange events, expert group meetings, twinning arrangements, training events and other events that will be organized as part of the on-going land-related projects and other UN-Habitat streams of work in the Arab region.

- Support the Land Specialist in the management of land-related and urbanisation-related projects, including through drafting and monitoring the implementation of contracts, support the identification of suitable implementing partners and guide them in their work, prepare project updates and reports, and other related tasks.
- Develop and provide inputs into documents, reports, project documents, concept notes, minutes of meetings, etc.
- Support the development and review of project documents and resource mobilisation efforts.
- Expand the land governance network for Arab States by continuously update the existing regional Arab land stakeholder database, identify new opportunities for engagement, and reach out to new partners and land experts.
- Ensure that UN-Habitat country offices partners are frequently updated about relevant new documents, materials, events and information.
- Develop and share communication materials on the work of UN-Habitat and the Arab Land Initiative in English and Arabic, in collaboration with the communication team and through the relevant ROAS, UN-Habitat, GLTN, Arab Land Initiative platforms.
- Undertake capacity needs assessments, design and deliver training events and prepare capacity development materials on land, HLP rights, and other urbanisation-related themes.

Work implies frequent interaction with counterparts, officers and technical staff in UN-Habitat headquarters, regional and country offices, relevant UN specialized agencies and regional entities, representatives and officials in national governments, international organizations, and consultants.

Results Expected

As an active UN-Habitat team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UN-Habitat and its beneficiaries in the accomplishment of her/his functions, including:

- At least ten events prepared and delivered;
- At least six reports prepared;
- At least ten concept notes, project proposals, papers or similar documents prepared;
- Quality partnership developed with at least ten national and local partners in the Arab region and conflict-affected countries around their increased engagement in land governance activities;
- At least twelve communication materials (e.g. articles, press releases, videos, etc.) developed in collaboration with the communication team;
- Age, Gender and Diversity perspective is systematically applied, integrated and documented in all activities throughout the assignment.

Competencies

- **Professionalism:** demonstrated understanding of operations relevant to good land governance and land tenure security and sustainable urbanization, in line with the work of UN-Habitat and the Global Land Tool Network (GLTN); technical capabilities or knowledge relevant or transferrable to UN-Habitat procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- **Accountability:** Deliver outputs within prescribed time, cost and quality, and follow up with other team members to ensure collective outputs are delivered on time. Take

ownership of responsibilities and honour commitments. Operate in compliance with rules. Take responsibility for shortcomings.

- **Integrity:** demonstrate the values and ethical standards of the UN and UN-Habitat in daily activities and behaviours while acting without consideration of personal gains.
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age.
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations.

Qualifications

- **Education:** Advanced higher degree (master's or equivalent) in a relevant area, e.g. land management, urban planning, international development, international relations, law, or related sciences; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.
- **Experience:** At least two (2) years of relevant professional work experience at the national and/or international level in land governance and land administration and management, partnership development, capacity building or related areas is required; working experience in the UN or other international development organizations and familiarity with working in the Arab region and conflict-affected countries are important assets.
- **Knowledge:** Good understanding of concepts and practices related to land management, housing land and property rights, human rights, urban development, gender and youth empowerment, and partnership development.
- **Language:** Fluency in spoken and written English and Arabic is required. Fluency in French and working knowledge of other UN languages is an advantage.
- **Other skills:** Very good oral and written communication skills and able to tailor the communication style to the intended audience; Accuracy and professionalism in document production and editing; Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment; Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines and deliver on time; Affinity with or interest in promoting transformative changes in human settlements through collaborative actions as a mechanism for durable development, multilateralism and the UN System, knowledge and capacity development and partnership building.

Candidates are requested to submit a covering letter quoting the Position Title and the Vacancy Announcement Ref. 004/05/2024 along with their detailed Curriculum Vitae and Personal History Form to El Habib Benmokhtar, [Email:el.benmokhtar@un.org](mailto:el.benmokhtar@un.org)