

Vacancy announcement REF
005/05/2024

Date: 14/05/2024

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Arab States
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Communication Officer (ROAS)
GRADE:	SB4 - Peg1
POST DURATION	1 Year
CLOSING DATE:	28/05/2024

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.

In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN-Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11 – to make cities inclusive, safe, resilient and sustainable.

Mandated by the UN General Assembly in 1978 to address the issues of urban growth, it is a knowledgeable institution on urban development processes, and understands the aspirations of cities and their residents. For forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes. Because of these four decades of extensive experience, from the highest levels of policy to a range of specific technical issues, UN-Habitat has gained a unique and a universally acknowledged expertise in all things urban. This has placed UN-Habitat in the best position to provide answers and achievable solutions to the current challenges faced by our cities. UN-Habitat is capitalizing on its experience and position to work with partners to formulate the urban vision of tomorrow. It works to ensure that cities become inclusive and affordable drivers of economic growth and social development.

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.

Duties and Responsibilities

The vacancy is full time and located in the UN-Habitat Regional Office for Arab States in Cairo, Egypt to support both the Regional Office for Arab States (ROAS) as well as Egypt's country office (CO). The incumbent will work under the direct supervision of the Programme Officer and the overall supervision of the Regional Representative for Arab States and Egypt Country Manager.

The incumbent shall perform the following tasks:

1. Support the drafting, implementation, monitoring and update of UN-Habitat ROAS and CO Communication, Outreach and Advocacy Strategy;
2. Liaise with Advocacy, Outreach and Communication Branch at HQ, the United Nations Communication Group in Egypt in addition to communication focal points at country level in the region to ensure effective communication of results through web-stories, articles and other communication products;
3. Manage the content on UN-Habitat Regional social media channels and corporate website, including creating new content and facilitating posting of content from country offices;
4. Develop a social media strategy for the CO and launch social media channels for Egypt CO.
5. Design, create and manage social media campaigns and organize special events aimed at engaging partners and increasing visibility of UN-Habitat at the regional and country levels;
6. Undertake activities to promote media coverage and liaise with local and regional media to increase visibility of UN-Habitat events;
7. Facilitate production of information communication products and publications on urban issues;
8. Prepare and support formulation of background notes, speeches and talking points for public appearances;
9. Support the production of audio-visuals, including video documentaries, to promote UN-Habitat's programmes in the region;
10. Organize special events aimed at engaging partners and increase visibility of the organization
11. Monitor and analyze the impact of UN-Habitat ROAS communication, outreach and advocacy activities;
12. Undertake other duties as may be assigned by his/her supervisor.
13. Develop a common communication calendar for UN-Habitat at the regional and Egypt country level.
14. Maintain a communication archive including photos, videos, testimonials, and other communication material.

Functional Competencies

- **Professionalism:** Strong conceptual skills required. Shows pride in work and in achievements; demonstrates professional competence and mastery in policy issues related to the New Urban Agenda, including; Urban Land Legislation and Governance, Urban Planning and Design, Urban Economy, Urban Basic Services, Housing and Slum Upgrading, Risk Reduction and Rehabilitation, Research and Capacity Development and other; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by

professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- **Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ask 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; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- **Creativity:** Offers new and different options and provides new ideas; takes calculated risks on new and unusual ideas; thinks 'outside' the box and explores new ways of doing things; is not bound by current thinking or traditional approaches.

Qualification, Experiences and Skills

- **Education:** Advanced university degree (Master's degree or equivalent) in development studies, social science, communication, journalism, public relations, or a relevant field is required or A first-level university degree (Bachelor's degree) in combination with an additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree.
- **Work Experience:** A minimum of two years of relevant experience at the national level in providing communication packages to promote the activities of international development organization is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Experience in handling of web-based management systems is desired.
- **Language:** Fluency in oral and written English and Arabic is required. Knowledge of another official United Nations language is an advantage.

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: 28 May 2024 @5:00 pm Cairo time
- NB: Please refer to the Job ref. Prog/005-05/2024 & Job title in the e-mail subject
- Only short-listed candidates will be contacted for further interviews.