ORGANIZATIONAL LOCATION: United Nations Human Settlements -Egypt Country Programme

DUTY STATION: Cairo, Egypt

FUNCTIONAL TITLE: Assistant to the Country Programme Manager

GRADE: Service Contract- SB3-peg1

POST DURATION: 12 months

CLOSING DATE: 09/07/2024 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 Programme Manager

Background

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.

The Assistant to the Country Programme Manager ensures effective and efficient functioning of the country office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

He/She will work in close collaboration with the UN-Habitat HQs staff, UNON staff, UN agencies and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and ensuring successful UN-Habitat programme implementation.
Duties and Responsibilities.

- Administrative and Operations support for the Country Programme Manager
  - Provide support in preparation for internal and external meetings, attend meetings and conduct follow-up on the Manager’s behalf;
  - Draft and disseminate correspondence including letters, memos and emails;
  - Coordinate the Country Programme Manager’s participation in key events, missions and groups
  - Provide and organize relevant briefings for the Country Programme Manager;
  - Follow up on decisions related to operational, managerial and development processes, key corporate priorities of the organization,
  - Provide support to the overall Country programme

- Technical programmatic support for the Country Programme Manager
  - Providing overall support to the Country Programme Manager on following up on communication and distinct functions that relate to the UNCT (United Nations Country Team), UNCG (United Nations Communication Group), DPG-UD and M&E.
  - Support in aligning with strategic plan of UN-Habitat ROAS
  - Support on reporting to ROAS and HQ according to required UN-Habitat guidelines
  - Prepare and/or facilitates the preparation of briefing sheets for meetings, conferences, press appearances, etc.;
  - provide the Country Programme Manager with substantive analysis and summaries of management reports and documents requiring review, comment, clearance and approval, thus reducing the Manager’s time on routine management activities and focusing on critical strategic matters;
  - Produce a continuing stream of useful information between the Programmes teams, facilitating planning activities, meeting coordination, report production, review and clearances;
  - Coordinate and prepare concept notes, project documents, brief and position papers External Relations
  - Support the development of a variety of external communications on behalf of the Country Programme Manager, including letters, mailings and proposals;
  - Serve as a liaison between the Country Programme Manager and a variety of external constituent groups;
  - Support the Country Programme Manager and organization in relevant field-wide advocacy initiatives;
  - Support the Country Programme Manager and organization’s active public relations’ campaigns, coordinating as needed with the Communication and Advocacy unit, social media consultants and print and broadcast journalists;
  - Undertaking any other tasks as assigned by the Country Programme Manager

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.

**Recruitment Qualifications**

**Education**
First university degree in Economics, Urban planning, Social Sciences, Management or a related subject in International Development or related field is required. Advanced degree is preferable.

**Work Experience**
2 years of increasingly responsible professional experience in the substantive technical area, of which at least two years at an international organization is required
Strong organizational, planning and analytical ability and professional experience in policy analysis and development work is preferable, familiarity with UN development programmes is an asset.

**Languages**
Fluency in oral and written English and Arabic is required.

NOTE: “fluency equals a rating of "fluently" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

**Assessment**
Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**Special Notice**
This position is open for recruitment for an initial period of one year and may be subject to extension.

<table>
<thead>
<tr>
<th><strong>Submission of Applications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interested candidates should complete the United Nations Personal History form (P.11) and forward it electronically at the following email address: <a href="mailto:unhabitat-egyptvacancies@un.org">unhabitat-egyptvacancies@un.org</a> no later than the deadline indicated <strong>09/07/2024 at 18:00 Cairo Local time. Please indicate</strong> the vacancy reference number (<strong>VA n#27/6/2024</strong>) in the subject line of your email.</td>
</tr>
</tbody>
</table>

**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**