ORGANIZATIONAL LOCATION: UN-HABITAT Egypt Country Office

DUTY STATION: Cairo – Egypt

FUNCTIONAL TITLE: National Project Assistant

GRADE: Service contract-SB2 PEG 1

POST DURATION: 6 months (Renewable according to fund availability and performance satisfaction) – Part time 60%

CLOSING DATE: 1 of Aug. 2024 at 18:00 Cairo Local time.

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 settlement development and the achievement of adequate shelter for all. This post is located in The Ministry of Local Development, Cairo Egypt, duty station. Under the guidance and direct supervision of the UN-Habitat urban development officer.

Background

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 inhibited area. This lead 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.

In 2024, the UN-Habitat and the Ministry of Local Development (MOLD) signed a new project titled Identification of Priority Urban Development Interventions to Promote Investments, Smart Applications and Liveable Dahab City. The project is Funded by the Islamic Development Bank and aims to inclusively improve the livelihood and living conditions for the population of Dahab city through identifying, prioritising and advancing urban and social development interventions and improving urban governance.
The project assistant will report from the Ministry of Local Development premises in the New Administrative Capital in Egypt. The assistant will work under the supervision of UN-Habitat’s Urban Development Programme officer and in close coordination with the project coordinator and the Ministry of Local Development and key project stakeholders. The project assistant will play the role of supporting the project activities in addition to supporting possible sustainability certifications of Dahab city along with efforts for scaling up and replications. In particular, the position will assist in supporting the logistics and the implementation of the project activities in the targeted communities, along with supporting efforts for the certification of Dahab as an SDG city in accordance with UN-Habitat’s quality and criteria.

RESPONSIBILITIES AND IMPACT OF RESULTS

The assistant will undertake the following responsibilities:

**Support project effective operation and alignment to workplans and relevant sustainability agendas.**
1. Provide logistical support for organizing project meetings, missions and events.
2. Support in linking project actors with other local and national relevant actors on issues related to sustainability to ensure alignment, cohesion, and replication.
3. Assist project consultants in identifying technical needs and appropriate points of intervention related to the sustainability of the project.

**Support in mainstreaming sustainability along the project activities.**
1. Support in reviewing various city-scale sustainability certification systems for the potential certification of Dahab city.
2. Support in reviewing UN-Habitat SDG cities tool and criteria.
3. Support in proposing and defining a roadmap for the potential certification of Dahab city as an SDG city.
4. Support in compiling all the needed data for the certification of Dahab as an SDG city.
5. Support drafting the SDG city application to ensure a successful application process.
6. Assist in developing Arabic guidelines and tools to support the certification of other local cities.

**Provide Support to monitoring, evaluation, and reporting**
1. Assist in following up, documenting and sharing case studies, and lessons learned that are related to project experiences and specifically dimensions related to the sustainability of the project.
2. Support in providing progress and technical reports on current activities, documenting and analyzing successes and areas of improvement.
3. Maintain an up-to-date filing system for documentation related to the project.
COMPETENCIES AND CRITICAL SUCCESS FACTORS:

Functional Competencies:

- Research: Ability to research new business areas and synthesize large amount of information to develop project strategies
- Communication: Excellent communication skills and ability to negotiate among partners. Excellent writing skills and proficiency in Arabic, specifically the ability to read government documents and interpret them
- Planning and organizing: Ability to work independently with minimal guidance. Ability to organize and prioritize tasks
- Creativity: Actively seek to offer new and different options to solve problems
- 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.
- Professionalism: Ability to approach work with energy and a positive, constructive attitude

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

RECRUITMENT QUALIFICATIONS:

- **Education**: High School Certificate with minimum of 3 years of experience or Bachelor’s degree with no experience is required.
- **Experience**: Minimum of 3 years of relevant experience with High school certificate or Bachelor's degree in environmental engineering or other related fields with 0 years of experience is required.
- National or international level experience in renewable energy and energy efficiency, environmental engineering or sustainability studies is preferable
- Previous work with local government agencies or national counterparts is preferable.
- **Language**: Fluency in both oral and written Arabic is required. Basic English is required
- **Other desirable skills**: Proficient in Microsoft Office (Word, Excel, PowerPoint), writing and reporting skills are desirable.
# 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 1 of Aug. 2024 at 18:00 Cairo Local time. Please indicate the vacancy reference number (VAn# 19/07/2024) 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 P11 file (i.e. P11-Your Name)**
- *P.11 form can be downloaded through: [Form](#)