Vacancy announcement

REF 007-11-2021

Date: 22/11/2021

**ORGANIZATIONAL LOCATION:** UN-Habitat Regional Office for Arab States

**DUTY STATION:** Cairo, Egypt

**FUNCTIONAL TITLE:** Programme Assistant (ROAS)

**GRADE:** SB2

**POST DURATION** 6 months

**CLOSING DATE:** 29/11/2021

**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 14 active country programmes.

1. Duties and Responsibilities

The post will provide program, operational and technical support to the Regional Representative, and perform the following duties:

- Assist in the planning, management, implementation and monitoring of regional projects
- Assist in providing substantive input for strategic thinking to ensure proper implementation of activities.
- Assist in the organization of training and regional events and workshops, and ensure that events/workshops are monitored and evaluated as required;
- Support in Producing high quality reports to HQ on quarterly and annually basis.
- Assemble briefing materials and prepare PowerPoint presentations for the Regional Representative for meetings, missions, and other key events;
- Organize and attend meetings, prepare meeting summaries;
- Liaises with Country Offices and other relevant parties to ensure proper coordination of and preparation for official missions and Country Office visits, including mission agendas, presentations and talking points as needed;
- Maintain proper filing, both soft and hard versions for easy access and retrieval. Ensure safekeeping of confidential materials.
- Undertake other duties as may be assigned by the Supervisor.

2. Supervision

The vacancy is full time and located in the UN-Habitat Regional Office for Arab States in Cairo, Egypt. The Programme Associate will work under the direct supervision of Regional Representative for Arab States.

3. Competencies

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery in UN administrative and financial procedures, sound understanding of the systems associated with these procedures (IPSAS, UMOJA, ERM, IMIS, INSPIRA); is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to identify issues, analyse and participate in the resolution of issues/problems.

- **Teamwork:** Demonstrated interpersonal skills; ability to work 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.

- **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.

4. **Qualification, Experiences and Skills**

- **Education**: University degree in urban planning/ development, architecture, engineering, sociology, economics, international relations, political science or a related field.
- **Work Experience**: A minimum of one years of progressively responsible experience in human settlements and related fields at the national level, focusing on analysis and research. Experience working at the international or regional level in the Arab region is desirable. Experience working on conflict issues is desirable.
- **Languages**: Excellent written and oral Arabic and English are required for this assignment.
- **Other skills**: Excellent writing skills and experience in the production of analytical studies and reports.

**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: 29 November 2021 @5:00 pm Cairo time
- NB: Please refer to the Job ref. Prog/007-11/2021 & Job title in the e-mail subject
- Only short-listed candidates will be contacted for further interviews.