VACANCY ANNOUNCEMENT  
REF Number: UNH_prog 21/02/2022  
Issued on 21/02/2022

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LOCATION:</th>
<th>UN-HABITAT Egypt Country Office</th>
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<tbody>
<tr>
<td>DUTY STATION:</td>
<td>Cairo – Egypt</td>
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<tr>
<td>FUNCTIONAL TITLE:</td>
<td>Programme Associate-Urban development</td>
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<td>GRADE:</td>
<td>Service contract-SB3-PEG 2</td>
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<tr>
<td>POST DURATION</td>
<td>One Year (Renewable according to fund availability and performance satisfaction)</td>
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<td>CLOSING DATE:</td>
<td>7th of March 2022</td>
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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 settlements development and the achievement of 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 Urban development Programme Manager

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 inhabited 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.

Urban planning and management play an important role to ensure urbanization values are optimized, captured, and fairly distributed among urban and rural population. In Egypt, efforts to improve urban planning and management practices varies largely in their nature and effectiveness. The Ministry of Housing, Utilities and urban communities plays an effective role in guiding policies and programmes to improve urban development tools and programmes.

In this context, the Programme Associate ensures effective delivery of the programme by entering and managing data and supporting programme implementation consistent with UN-Habitat rules and regulations. The Programme Associate will supervise staff of the Programme Unit. The Programme Associate works in close collaboration with the operations, programme and projects’ staff in the Country office, Regional Office and UN-Habitat HQs as required for resolving complex programme-related issues and exchange of information.

RESPONSIBILITIES AND IMPACT OF RESULTS

Under the overall supervision of UN Habitat’s urban development Programme manager, the Programme Associate ensures effective delivery of the programme by entering and managing data and supporting programme implementation consistent with UN-Habitat rules and regulations. The Programme Associate will supervise staff of the Programme Unit. The Programme Associate works in close collaboration with the operations, programme and projects’ staff in the Country office, Regional Office and UN-Habitat HQs as required for resolving complex programme-related issues and exchange of information.
The key results have an impact on the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

The programme associate will undertake the following responsibilities related to the programme:

1. **Supports formulation of programme strategies, management and implementation of the urban development programme focusing on achievement of the following results**

   - Collection, analysis and presentation of background information for preparation of CCA, UNSDCF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC).
   - Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementation arrangements.
   - Support the implementation of programme activities to ensure timely delivery of goals and deliverables.
   - Drafting of project documents and creation of a project online systems, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project.
   - Provision of guidance to the executing agencies on routine implementation of projects.
   - Presentation of information for audit of projects, supports implementation of audit recommendations.
   - Lead coordination among partners including but not limited to: government, UN HABITAT headquarters, national and international consultants in line with the programme objectives and mandate.
   - Assist in development of programme work plan and provide support for management and monitoring of budget and activities.
   - Prepare and draft TORs, contracts and MoUs for programme partners and consultants and follow up on submission of progress reports and agreed deliverables.
   - Lead projects reporting and documentation.
   - Lead the identification of local partners as necessary for various tasks.
   - Conduct necessary research for literature reviews and for problem solving as needed.
   - Review technical documents and support feedback provision and communication to implementing partners.
   - Prepare agenda for relevant missions, identifying key stakeholders to meet and setting up meetings accordingly;
   - follow up regularly with partners to ensure timely delivery of requested tasks.

2. **Provide support to proposal development and portfolio expansion**

   - Scan relevant business opportunities and explore potential partnership.
   - Research global best practices and methodologies for new business areas;
   - Support in the development of concept notes and project documents;
   - Coordinate meetings and follow up with potential business partners;

3. **Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:**

   - Organization of trainings for the operations/projects staff on programme.
   - Synthesis of lessons learnt and best practices in programme.
   - Sound contributions to knowledge networks and communities of practice.

**Work Conditions:**
The incumbent will work at Cairo Office location, in a daily basis and according to the official working hours, occasional travel to projects locations in Egypt will be required.

Competencies:

COMPETENCIES AND CRITICAL SUCCESS FACTORS:

Functional Competencies:

- Project Management: Strong project management skills specifically time management, ability to follow up on tasks and with multiple partners
- 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 English 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
- 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.

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:** Bachelor’s Degree in urban planning or design, architecture, international development, political or social sciences or related field is required.
- **Experience:** Minimum 5 years of relevant professional experience at the national or international level in related areas such as urban development or Architecture is required, previous work with international organization or NGOs and specific knowledge and experience in urban planning, management and/or development are desirable.
- **Language:** Fluency in both oral and written English and Arabic is required
- **Other desirable skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint), writing and reporting skills are requested. Familiarity with GIS applications and image and publishing software (Adobe Photoshop, InDesign, Premiere, Illustrator, etc) is 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 7th of March 2022. Please indicate the vacancy reference number (UNH_prog 21/02/2022) and Job Title in the subject line of your email otherwise you will not be considered.

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: http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc