

VACANCY ANNOUNCEMENT
REF. 005/09/2015

Issued on: 2 September 2015

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Arab States
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Associate Programme Officer
GRADE:	SB3-Peg3
POST DURATION:	One Year (renewable)
CLOSING DATE:	13 September 2015
EXPECTED START DATE:	ASAP

Organizational Setting and Reporting Relationships

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for 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 at the Regional Office for Arab States (ROAS) in Cairo, Egypt. ROAS covers all the operational activities and projects in 18 countries across the Arab Region; currently, with 11 active country programmes. Under the overall supervision of the ROAS Director, the incumbent reports to the Human Settlements Officers (HSOs) and will work in close collaboration with the respective colleagues at headquarters (Office of Executive Director, Programme Division, Operations Division, External Relations and Management) and country offices in the Arab region. The focus of the vacancy is the implementation, monitoring and evaluation of programmes, operations and other activities in the housing and urban development field at the level of the Arab region.

Responsibilities

Within delegated authority, the *Associate Programme Officer* will be responsible for the following duties:

- Coordinates with key clients to facilitate the development, implementation and evaluation of programmes/ projects, etc.; assists in monitoring and analysis of specific aspects of programme/ project development and implementation; supports the review of relevant documents and reports; assists in the identification of problems and issues to be addressed and recommendation of corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies, etc.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Coordinates and participates in survey initiatives; assists in the development of data collection tools, reviews, analyzes and interprets responses, supports the identification of problems/ issues and prepares preliminary conclusions.

- Assists in the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Assists in administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Coordinates outreach activities; participates in the development of training workshops, seminars, etc.; contributes to presentations on assigned topics/ activities.
- Participates in field missions, including assistance in substantive and administrative support, data collection, etc.
- Supports coordination of activities related to budget funding (programme/ project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/ reports (pledging, work programme, programme budget, etc.).
- Perform additional ad hoc assignments as and when required.

Work implies frequent interaction with the following

- Counterparts, officers and technical staff in UN-Habitat headquarters, sub-regional and country offices, relevant UN specialized agencies and regional entities.
- Representatives and officials in national governments, international organizations, consultants.

Results Expected

Assists in well researched and sound analysis of issues and developments affecting programme/ project development, administration and implementation, etc. Provides thorough, well-reasoned written contributions effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Competencies

The position requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi-disciplinary teams. More specifically, the position requires the following competencies:

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications

- **Education:** Advanced university degree (Master’s degree or equivalent) in architecture/urban development, social sciences, business administration, economics, geography or development related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- **Experience:** A minimum of five years of progressively responsible experience in development projects and programme management or related area. A solid understanding of issues concerning housing and sustainable urban development, with a focus on participatory processes and cross-cutting issues (human rights, gender, youth, climate change). Knowledge of urban development paradigms and socio-political situation of the Arab Region and the respective sub-regions. International experiences an asset, especially with the United Nations System.
- **Language:** Fluency in English as well as Arabic (both oral and written) is required. Knowledge of another UN language such as French is an advantage.
- **Other skills:** Technical report writing skill and a high-level of computer literacy. Proficient in website and internet applications, database management, Microsoft Office (Word, Excel, PowerPoint), image and publishing software (Adobe Photoshop, Illustrator, etc.). Good personal organization, interpersonal and communication skills. Previous working experience in communication and advocacy and cooperation with media will be an asset.

Candidates are requested to submit a covering letter quoting the Position Title and Vacancy Announcement No. 005/09/2015 along with their detailed Curriculum Vitae and Personal History Form. E-mail is the preferred means of receipt and the application should be sent to the UN-Habitat Regional Office for Arab States, email: Vacancies.Egypt@unhabitat.org.

Deadline for applications: 13 September 2015