



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION  
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL  
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

## VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Only nationals of the country of the duty station are eligible to apply. Female candidates are particularly encouraged to apply.

---

<b>Vacancy Announcement No:</b>	VA2017_P_EXT_000123	<b>Date of Issuance:</b>	25 October 2017
<b>Post Title and Level:</b>			National Programme Officer, Egypt, NOC
<b>Duty Station:</b>			Cairo, Egypt
<b>Organizational Unit:</b>			Regional Office in Egypt Dept of Regional Programmes & Field Repr External Relations & Field Representation
<b>Indicative Minimum Net Annual Remuneration:</b> <i>(for further information on salaries, refer to the International Civil Service Commission website: <a href="http://icsc.un.org/secretariat/sad.asp?include=ss">http://icsc.un.org/secretariat/sad.asp?include=ss</a>)</i>			Egyptian Pounds 611,724
<b>Employment Fraction:</b>			Staff-Full-time
<b>Deadline for the receipt of applications:</b>			15 November 2017

---

### Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard- setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The field offices are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. They are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring technical cooperation projects and programmes, in collaboration with the relevant technical Branches and other appropriate organizational units. The field offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional Offices, Country Offices and UNIDO Desks. It is the Representative who represents UNIDO at the field.

The Regional Office in Egypt, based in Cairo, is considered as a Regional Hub covering several countries in the region. The main functions of the Regional Office include developing a strategic framework of cooperation and active partnerships between UNIDO and national and sub-national level government institutions, private sector organizations/ business associations and enterprises, non-governmental organizations, United Nations (UN) agencies, programmes and funds, the Resident Coordinator of the UN system, and representatives of other multilateral and bilateral organizations; formulating, appraising, implementing and assessing country programmes and projects; mobilizing resources for technical assistance and global forum activities; coordinating UNIDO activities within the country and with UNIDO partners; and performing global forum functions, as relevant.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, in the country as well as

in the region and in headquarters.

The National Programme Officer, NO-C is locally recruited and is subject to the authority of the Director-General and if required, may be expected to serve in any assignment and duty station as determined by the needs of the Organization.

Under the general guidance of the Managing Director, Department of Regional Programmes and Field Representation (RPF) at UNIDO Headquarters, and under the direct supervision of the UNIDO Representative (UR) in Egypt, the incumbent will, in coordination with the Arab Programme (ARB) and other relevant branches at UNIDO headquarters, be responsible for: (i) assisting in developing cooperation strategies for the development of UNIDO programmes and projects in line with national priorities, the UNIDO priority themes and service modules and the UN programmatic priorities (e.g. UNDAF/ UNPDF and other common frameworks agreed between the Government and the UN in Egypt); and (ii) support ongoing programmes and projects in the country.

## **Main Functions**

1. Assists in analytical work related to programme development, including through conducting needs assessments in the country, information collection, participation in joint studies, preparation of good practice cases and policy briefs on sustainable industrial development within the framework of the UNIDO Country Programme and the UN's Development Assistance Framework (UNDAF);
2. Assists and actively participates in programme and project related work and joint programming, including at the stages of identification, formulation, implementation, and monitoring of UNIDO programmes, projects and UN joint programmes and joint UN activities at the national and sub-national levels, in close collaboration with the ARB, relevant technical departments at UNIDO headquarters, UN agencies, programmes and funds and partner institutions at the field level;
3. While working on supporting the adoption of a culture of horizontal, non-hierarchical knowledge sharing and organizational learning throughout the Arab states region, fosters innovative approaches to engage internal and external clients, paying attention to project managers and their stakeholders as well as centres of excellence in and beyond the region. Promotes innovation for knowledge sharing, policy advisory services, project implementation and management practices. Provides expert knowledge on knowledge management concepts, systems and tools;
4. Assists the UR to undertake UN coordination activities, including through participating and making substantive contributions in programme coordination groups; meetings and UNDAF working groups; preparing comments and recommendations; liaising with UN agencies, programmes and funds, present and potential implementing partners of UNIDO in public and private sector agencies, and donors in relation to any joint UN activities; and cultivating and establishing partnerships for sustainable industrial development;
5. Undertakes field monitoring functions in relation to UNIDO on-going and future programmes and ensures development and implementation of reporting obligations and submissions according to UNIDO rules, regulations and standards and joint UN practices at the country level;
6. Performs other duties relevant to the implementation, promotion of UNIDO programmes and projects and funds mobilization for UNIDO programmes and projects, as assigned by the UR;
7. Assists in the coordination of integrated and country programming missions and provides support to headquarters staff, experts and consultants during their work in the country, including in organization of workshops and seminars;
8. Prepares and submits progress reports on programmes and projects and the periodical report of the Regional Office, according to the standard formats for submission to headquarters and to joint UN entities at the country level through the UR;
9. Maintain contacts with key development partners in the country for information sharing, identification of challenges and priorities of relevance to the national counterparts and in consultation with UNIDO Headquarters develop appropriate intervention strategies;
10. Ensures that all UNIDO Administrative and Financial Rules and Regulations, as well as the official communication channels are followed in daily operations and upon being assigned and appropriately authorized, undertakes officer-in-charge functions in the absence of the UR;
11. Undertakes other related duties and assignments as may be assigned by the UR.

## **Core Competencies:**

Core Values:

**INTEGRITY:** To work honestly, openly, impartially and in accordance with the values of the United Nations.

**PROFESSIONALISM:** To work in a competent, committed and calm manner.

**RESPECT FOR DIVERSITY:** To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

Core Competencies:

**RESULTS ORIENTATION AND ACCOUNTABILITY:** To be accountable and responsible for achieving results and meeting performance standards.

**PLANNING AND ORGANIZING:** To plan, organize and manage work effectively and efficiently.

**COMMUNICATION AND TRUST:** To communicate effectively and build trust.

**TEAM ORIENTATION:** To cooperate at various levels.

**CLIENT ORIENTATION:** To be responsive towards those to whom services are provided internally and externally.

**ORGANIZATIONAL DEVELOPMENT AND INNOVATION:** To realize continuous improvement, support innovation, share knowledge and skills and learn from others.

## **Minimum Requirements**

### **Education:**

University - Master's degree or equivalent, in economics, engineering, business administration or other disciplines closely related to industrial development.

### **UNIDO Languages:**

Arabic (Fluent), English (Fluent), required. Working knowledge of another UN language desirable.

### **Field of Expertise:**

A minimum of 5 years of increasing responsible professional experience in the field of industrial and sustainable development, with special emphasis on private sector development.

Knowledge and experience in project management methodologies, results based management and gender sensitive programming.

Advanced knowledge of the country's industrial development features and dynamics.

Specialized expertise in one or more of the following fields would be a distinctive asset: agro-business and agro-food sector; pro-poor growth approaches; youth employment and green economy.

Knowledge of the UN system roles and functions would be an asset..

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

**All applications must be submitted online through the Online Recruitment System**

**Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.**

**Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.**

Visit the UNIDO web site for details on how to apply: [www.unido.org](http://www.unido.org)

**NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.**

### **Notice to applicants:**

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: [recruitment@unido.org](mailto:recruitment@unido.org)