

VACANCY ANNOUNCEMENT
Number: 02/10/2019

Issued on: 15/10/2019

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office For Arab States
DUTY STATION:	Cairo, Egypt
FUNCTIONAL TITLE:	Communication Associate (ROAS)
GRADE:	GS-6
POST DURATION	1 Year
CLOSING DATE:	21 st October 2019

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 12 active country programmes.

Duties and Responsibilities

The vacancy is full time and located in the UN-Habitat Regional Office for Arab States in Cairo, Egypt. The incumbent will work under the direct supervision of the Senior Human Settlements Officer and the overall supervision of the Regional Director for Arab States.

The incumbent shall perform the following tasks:

1. Support the development, implementation and monitoring of UN-Habitat Communication, Outreach and Advocacy Strategy;
2. Liaise with Advocacy, Outreach and Communication Branch at HQ and with communication focal points at country level to ensure effective communication of results;
3. Support the review, quality control and approval of concept notes and project documents through ROAS and HQ Project Advisory Group meetings, as a member of the project management cycle team;
4. Support ROAS donor intelligence and resource mobilization through mapping of donors, strategies and priorities of assistance, and monitoring of funding opportunities;
5. Manage the content on UN-Habitat Arabic website and Arabic social media channels, including creating new content and facilitating posting of content from country offices;
6. Undertake research and provide background information to support formulation of regional programmes;
7. Support mainstreaming of Gender, Youth and Human Rights into ROAS projects as regional focal point;
8. Support initiating regional activities to enhance women and youth engagement in urban issues in the Arab region, in cooperation with partners;
9. Undertake activities to promote media coverage and liaise with local and regional media to increase visibility of UN-Habitat events;
10. Design, create and manage social media campaigns and organize special events aimed at engaging partners and increasing visibility of UN-Habitat;

11. Facilitate production of information communication products and publications on urban issues;
12. Undertake other duties as may be assigned by his/her supervisor.

Functional Competencies

- Professionalism: Strong conceptual skills required. Shows pride in work and in achievements; demonstrates professional competence and mastery in policy issues related to the New Urban Agenda, including; Urban Land Legislation and Governance, Urban Planning and Design, Urban Economy, Urban Basic Services, Housing and Slum Upgrading, Risk Reduction and Rehabilitation, Research and Capacity Development and other; 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.
- Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ask 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.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- Creativity: Offers new and different options and provides new ideas; takes calculated risks on new and unusual ideas; thinks 'outside' the box and explores new ways of doing things; is not bound by current thinking or traditional approaches.

Qualification, Experiences and Skills

- Education: A university degree in development studies, social science, communication, journalism, public relations, or a relevant field.
- Work Experience: Three years of work experience in a relevant field.

- Language: Fluency in oral and written English is required. Written and spoken fluency in English is essential. Written and spoken fluency in Arabic is strongly desired. Knowledge of another official United Nations language is an advantage.

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-roas-vacancies@un.org

no later than the deadline indicated. Please indicate the vacancy reference number 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.