

**VACANCY ANNOUNCEMENT**  
**Number VA 03/10/2019**

***Issued on: 3<sup>rd</sup> of October 2019***

<b>ORGANIZATIONAL LOCATION:</b>	UN-HABITAT Egypt Country Office
<b>DUTY STATION:</b>	Egypt
<b>FUNCTIONAL TITLE:</b>	Urban Governance and Legislations Programme Manager
<b>GRADE:</b>	Fixed Term Appointment-NOC
<b>POST DURATION</b>	12 months (Renewable upon budget availability and performance satisfactory)
<b>CLOSING DATE:</b>	17 <sup>th</sup> of 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.

The current policy and development practices in Egypt are facing numerous challenges to enable the implementation of sustainable and efficient urban development. Centralization, weak coordination between development sectors, and poor participation of local communities are among various difficulties hindering the achievement of enhanced national development through urbanization.

UN-Habitat implemented the Urban Governance and Legislation Programme in Egypt by drawing on the complementary and synergistic roles of its main strategic partners aiming to enhance the capacity of national and local actors to develop urban polices, and reform the legal and institutional framework governing territorial governance and citizen engagement.

A reformed legal and institutional urban structure can ensure a more decentralized and efficient local government. It can also promote the engagement of local communities and development partners in the process of urban development, which avails serviced land and appropriate development densities to meet the requirements of urbanization by increasing areas for public space and streets.

The expected Sub-Programme accomplishments include:

1. Promoting efficient and decentralized local government;
2. Enhancing accountability measures and application of relevant instruments at local and regional government;
3. Establishing a planning process mechanism that provides a platform for mobilizing community efforts and participation in implementing developmental projects in cities;
4. Building the capacities of local communities, local governments, civil society organizations (CSOs) and other stakeholders especially in policy analysis, planning and financial management;
5. Increasing dialogue for decision making and strengthening strategic partnerships and collaboration at the national, regional and local levels to enhance the adoption and implementation of relevant urban development polices; promoting youth and women's engagement in the formulation, implementation and monitoring of urban policies.
6. Supporting national capacities for urban policies formulation and implementation,

## Duties and Responsibilities

Under supervision of the Country Programme Director, the Urban Governance and Legislations Programme Manager will be responsible for management of UN-Habitat Urban Governance and Legislation Programme in Egypt. He/She analyses political, social and economic trends and leads formulation, management and evaluation of the programme activities within this portfolio, provides policy advice services.

The Urban Governance and Legislation Programme Manager supervises and leads programme support staff, coordinates activities of the projects' staff. He/She works in close collaboration with the operations team, programme staff in other UN Agencies, UN-Habitat HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UN-Habitat programme implementation.

### Key Functions:

- Implementation of Governance and Legislation programme strategies
- Management of the Governance and Legislation programme
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top-quality policy advice services to the Government and facilitation of knowledge building and management
- Positioning UN-Habitat in the UNPDF and UNCT and reporting in UNPDF targets.
- Contribution to programme developing in the area of focus.

### Key Results Expected:

#### 1. Ensures implementation of programme strategies focusing on achievement of the following results:

- Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to CCA, UNPDF, CPD, CPAP and other documents.
- Identification of areas for support and interventions within the thematic/sectoral areas assigned.
- Country Office business processes mapping and preparation of the content of internal Standard Operating Procedures in Results Management.
- Support the production of evidence-based policy analysis and legal reform including leading the process of formulating the national urban policy and enhancement tools for national and local urban finance management.
- Supporting and guiding new policies for enhanced land management, detailed planning and metropolitan governance and drafting of relevant laws and legislation in close cooperation with national and local counterparts.
- Lead on the enhanced capacity of national, regional and local stakeholders regarding urban policies, governance, legislations.
- Manage pilot innovative interventions on the ground to solicit lessons learned and best practices.

#### 2. Ensures effective management of the Country office within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results:

- Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results.

- Design and formulation of CO within the area of responsibility, translating UN-Habitat's priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.
- Initiation of a project, presentation of the project to PAG, entering project into PASS, finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review.
- Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions.
- Follow up on audit recommendations. All exceptions are timely reported.
- Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.

3. Ensures creation of strategic partnerships and implementation of the resource mobilization strategy in cooperation with the Country Director and Programme Team focusing on achievement of the following results:

- Development of partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UN-Habitat, country needs and donors' priorities.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

4. Ensures provision of top-quality advisory services and facilitation of knowledge building and management focusing on achievement of the following results:

- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
- Support to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
- Sound contributions to knowledge networks and communities of practice.
- Organization of trainings for the operations/ projects staff on programme issues.

### **Competencies**

- **Advocacy/Advancing A Policy-Oriented Agenda: Preparing information for advocacy**
  - Identifies and communicates relevant information for a variety of audiences for advocating UN-Habitat's mandate
- **Results-Based Programme Development and Management:**
  - Assesses project performance to identify success factors and incorporates best practices into project work
  - Researches linkages across programme activities to identify critical points of integration
  - Monitors specific stages of projects/programme implementation
  - Analyzes country situation to identify opportunities for project development
  - Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly
- **Building Strategic Partnerships: Maintaining a network of contacts**
  - Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues

- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders
- Innovation and Marketing New Approaches: Enhancing processes or products
  - Generates new ideas and proposes new, more effective ways of doing things
  - Documents and analyses innovative strategies/best practices/new approaches
- Resource Mobilization: Providing inputs to resource mobilization strategies
  - Analyzes information/databases on potential and actual donors
  - Develops a database of project profiles. Identifies opportunities for project proposals for presentation to donors
- Promoting Organizational Learning and Knowledge Sharing: Basic research and analysis
  - Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
  - Documents and analyses innovative strategies and new approaches
- Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline
  - Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
  - Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
  - Strives to keep job knowledge up-to-date through self-directed study and other means of learning
  - Demonstrates good knowledge of information technology and applies it in work assignments
  - Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments
- Global Leadership and Advocacy for UN-Habitat's Goals: Preparing information for global advocacy
  - Identifies and communicates relevant information for advocacy for UN-Habitat's goals for a variety of audiences
  - Identifies and takes advantage of opportunities for advocating for UN-Habitat's mandate
- Client Orientation: Establishing effective client relationships
  - Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
  - Organizes and prioritizes work schedule to meet client needs and deadlines
  - Anticipates client needs and addresses them promptly
- Core Competencies:
  - strating/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

## Qualification

### Education

Master's degree or equivalent in urban planning, architecture, engineering, international development or related field.

### Work Experience

At least 10 years of relevant experience at the national or international level in related areas such as urban planning and international development providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web-based management systems.

### Language

Proficient in English and Arabic.

### Other skills.

- Strong project management skills specifically time management, ability to follow up on tasks and with multiple partners
- Ability to research new business areas and synthesize large amount of information to develop project strategies
- Experience working with international agencies and donors is a must
- 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

## 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](mailto:unhabitat-egyptvacancies@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.
- Only Egyptian nationals shall be considered for the post.
- Please Write down your Name in the P11file (i.e. P11-Your Name)
- \*P.11 form can be downloaded through:  
<http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>

Only short-listed candidates will be contacted