



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
Regional Office for Latin America and the Caribbean | Brazil and Southern Cone  
Rua Gago Coutinho, 52, 1º andar, Laranjeiras | Rio de Janeiro, Brazil  
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## FOR A BETTER URBAN FUTURE

### Vacancy Announcement

<b>Title and ID Number of Programme/Project</b>	State Government of Rio de Janeiro
<b>Duty station</b>	Rio de Janeiro, Brazil
<b>Functional title</b>	Programme Coordinator
<b>Contract type</b>	UNDP Service Contract
<b>Contract duration</b>	6 (six) months with possibility of renewal
<b>Publication closing date</b>	13 April 2025

### **Background**

The main mandate of the United Nations Human Settlements Programme (UN-Habitat) is to promote sustainable development of human settlements and policies conducive to adequate housing for all. Within this framework, UN-Habitat supports central and state governments, as well as local authorities and other partners for the implementation of the Habitat Agenda, the 2030 Agenda with the Sustainable Development Goals and the New Urban Agenda.

UN-Habitat helps the urban poor by transforming cities into safer, more inclusive, compact, integrated, resilient and connected places with better opportunities where everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society, and the private sector to help build, manage, plan and finance sustainable urban development.

The Regional Office for Latin American and the Caribbean – ROLAC – is based in Rio de Janeiro, Brazil. The Agency puts emphasis in developing and managing activities in the host country. Indeed, for the past years, UN-Habitat has expanded its portfolio in Brazil by working with the three tiers of government to support the formulation and implementation of more effective, sustainable, participative, and socially fairer urban economic, social, and environmental policies.

Since 2024, UN-Habitat has a partnership with the State Government of Rio de Janeiro through the Secretariat of Environment and Sustainability that aims to achieve urban prosperity while implementing global sustainable urban development agendas. This partnership includes projects on the themes of inclusion, sustainability, resilience, climate change and environment. To properly implement the UN-Habitat projects with the State Government of Rio de Janeiro, a Programme Coordinator is required.

### **Report to UN-Habitat Manager**

The Programme Coordinator reports to the Head of Brazil Office and OiC for Southern Cone Office, who will evaluate him/her.

### **Responsibilities**

The Programme Coordinator will support the implementation of the project, and its activities, with the following responsibilities:

#### a) Coordinate the Programme:

- Coordinate the overall Programme/Portfolio work plan development and implementation according to programme documents and agreement signed.
- Gather inputs and coordinate the preparation of work-plans, periodic narrative progress reports and expenditures status reports to the UN-Habitat's office in Rio de Janeiro.

- Ensure project implementation as per the work plan and with support from project staff:
    - Develop inception report, detailed work plan of the project.
    - Prepare Terms of Reference and develop detailed scope of services for projects' outputs so that these provide prospective contractors/consultants with an accurate picture of what is expected of them.
    - Establish systems for project planning, implementation and monitoring, in collaboration with partners.
  - Anticipate and mitigate risks to projects, including relevant challenges or omissions and other situations that may affect development and implementation of the project.
  - Provide information for the systematization and exchange of successful practices and experiences with other offices in the region and with headquarters divisions.
  - Ensure that the technical activities are aligned with the quality expectations of the Agency and counterparts.
  - Provide technical support on how to localize and give shape to international agreements and frameworks, such as the 2030 Agenda for Sustainable Development, the New Urban Agenda, presenting ideas on how to implement these agendas in the State of Rio de Janeiro.
  - Record and maintain documents on relevant Programme activities, issues, and risks.
- b) Guide coordination with state and local partners (and other stakeholders):
- Coordinate relationships with state and local partners to support the implementation and expansion of the Programme/Portfolio, raise potential problems and suggest solutions.
  - Ensure effective and efficient communication with counterparts and local partners, such as local governments (several Secretariats), civil society organizations, Universities, private sector, etc.
  - Work closely with relevant governmental departments and other stakeholders to ensure smooth and coordinated delivery of substantive inputs, tools or technical advice required.
  - Contribute to policy dialogue with partners, national constituencies and development partners on matters of urban planning, through substantive support to the promotion of policy dialogue and participatory methodologies.
  - Identify capacity building needs and support partners through technical assistance, mentoring, training and capacity development initiatives, as needed.
- c) Coordinate the monitoring and reporting of the programme:
- Gather and compile all information necessary for monitoring and reporting from the planning to the evaluation stages.
  - Monitor the implementation of activities and the expenditure of funds; conduct regular monitoring activities.
  - Draft and provide input to annual and quarterly reports.
- d) Advocate and facilitate knowledge building, management and communication of the programme:
- Document implementation process and products.
  - Contribute to the exchange of information and provide inputs to the development of knowledge products internally and externally of the programme.
  - Coordinate the organization of major advocacy campaigns, events, trainings, workshops and knowledge products.
  - Attending meetings and conferences promoted by partners to strengthen the Project position and presence in the State of Rio de Janeiro.
  - Undertake any other duties and responsibilities within the incumbent's expertise that can be reasonably expected to help maximize the efficiency and effectiveness of UN-Habitat's response to urban development issues.
  - Perform other duties which may be requested by the supervisors.

The consultant will be responsible for completing all courses and training activities that are indicated to him/her by his/her supervisor. The security course BSAFE, from UNDSS, is required to be accredited during the first month of employment.

The consultant will be responsible for his/her own security, so the person should get familiarized with United Nations security mechanisms and comply with them according to the Framework of Accountability for the United Nations Security Management System.

### **Ultimate result of service**

The Programme Coordinator reports to the Head of Brazil Office and OiC for Southern Cone Office. He/She shall duly and timely perform his/her obligations, under these Terms of Reference. The consultant will work in close collaboration with the UN-Habitat's operational and technical teams.

### **Outputs/Work Assignment**

The Programme Coordinator will support the implementation of a project in partnership with the State Government of Rio de Janeiro.

### **Qualifications**

#### **Education:**

##### **Required:**

- Postgraduate Degree (Lato Sensu or Stricto Sensu) in Project Management, Environmental Management or related fields, or additional 4 (four) years of relevant experience to the post, beyond the requirement.
- Bachelor's Degree in Management, Public Administration, International Relations, Architecture and Urbanism, Geography, Environmental Management or related fields.

#### **Work experience:**

- Minimum 6 (six) years of relevant experience in project/programme management on urban or sustainable development or related themes is required.
- Experience in themes related to public policies and sustainability is required.
- Experience related to climate change and resilience is desirable.
- Experience related to Nature-Based Solutions is desirable.
- Experience in stakeholders' mobilization and management is desirable.
- Previous experience within the UN System is an asset.

#### **Skills:**

- Good computer skills in Windows and Office packages and Web search engines are required.
- Good handling of technological tools and use of software and online platforms is desirable.
- Good handling of online events and conference tools is desirable.
- Good knowledge of project management methodologies is desirable.

#### **Languages:**

- English and French are the working languages of the United Nations Secretariat, and Spanish is the working language of the Regional Office.
- For the post advertised, Portuguese and English are required. Working knowledge of Spanish is desirable.

#### **Competencies:**

- Professionalism: Experience working in an inter-institutional environment, project management, monitoring-evaluation; approaches and strategies regarding good urban governance and local and regional development.
- Planning and organization: Professional approach to work, strong sense of responsibility, operate with minimal supervision; proven organizational skills and ability to manage a workload efficiently and within set deadlines.
- Communication: Ability to write clearly and effectively; listen to others, interpret messages correctly and respond appropriately; show openness in information sharing and keep everyone informed; solid abstract reasoning skills together with a proven capacity to write documents for diverse audiences.
- Teamwork: Ability to work with teams, demonstrate leadership, conflict management and consensus facilitation skills; ability to work in a multicultural and multi-ethnic environment, and to respect diversity; sensitivity to the main streaming of vulnerability; willingness and ability to work in difficult environments.

**Knowledge Management:**

- The person must know the processes, procedures, and norms of UN-Habitat, to guarantee an adequate quality of the activities described above, following the standards of the organization.
- The person will propose formats and procedures that allow the efficient implementation of the activities related to the project development.
- The person must know the file of the Office, work with it, and ensure its proper maintenance, accessibility for all staff, and due updating.
- The person will prepare databases related to the project running.
- The person will make sure that all relevant technical information will be adequately shared with the correspondent staff.
- The person will ensure that all produced material will be fit-for-purpose and delivered, in an organized way, for posterior consultation and use of the Agency.
- The person will only share the information produced with the team agency, assuring the privacy of the content.

**Travel details: Applicable**

The consultant must be available to travel to the places related to the activities in the country, if requested by the Head of Brazil Office and OiC for Southern Cone Office. Missions will be coordinated and financed by UN-Habitat, according to the United Nations travel rules and guidelines.

**Remuneration**

SB-4/3 – BRL: 12.736,86 (net amount) plus INSS and CIGNA health insurance.  
UNDP Brazil Salary Scale

**Notes**

Appointment against this post is on local basis and only nationals from Brazil or external candidates who hold a permanent visa in Brazil may apply.

The extension of this contract is subject to availability of funds and/or performance. Any contract extension is not automatic.

All applications will be treated with the strictest confidence. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only short-listed applicants will be contacted.

Applications should be sent to [onuhabitat-brasil@un.org](mailto:onuhabitat-brasil@un.org)

with the subject **PROGRAMME COORDINATOR – RIO DE JANEIRO – [NAME OF CANDIDATE]**

Deadline for applications: **13 April 2025**

Applications **must include** the UN Personal History Form in English, as the information provided in this form will be the basis for evaluation. However, you are welcome to submit a CV in English, Portuguese or Spanish as an additional document.

The UN Personal History Form is published together with this Term of Reference.