

**Vacancy Announcement**

<b>Issued on:</b>	06 <sup>th</sup> January 2025
<b>Organizational location</b>	UN-Habitat, ROLAC
<b>Requesting Team</b>	Southern Cone Countries (Brazil, Argentina, Uruguay, Chile, Paraguay)
<b>Title and Id Number of Programme/Project</b>	“Resilient Environment Program: Climate Adaptation of Fluminense Cities” (to be created)
<b>Duty station</b>	Rio de Janeiro
<b>Functional title</b>	Programme Assistant
<b>Contract type</b>	UNDP Service Contract (SB-3/1)
<b>Post duration</b>	6 months with possibility of renewal
<b>Closing Date</b>	20 <sup>th</sup> January 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 in order to support the formulation and implementation of more effective, sustainable, participative and socially fairer urban economic, social and environmental policies.

In 2025, UN-Habitat starts to implement a project with the State Government of Rio de Janeiro (Governo do Estado do Rio de Janeiro – GERJ) through the Secretariat of Environment and Sustainability (Secretaria do Ambiente e Sustentabilidade) that aims to enhance the capacity of municipalities and local communities in Rio de Janeiro to prevent, prepare for, respond to, and adapt to climate and environmental challenges, while seeking to mitigate disasters in the state.

The project will help the State to achieve urban prosperity while implementing global sustainable urban development agendas. In particular, the proposal focuses on provide technical assistance to municipalities, climate change and biodiversity agenda.

In order to support the implementation and communication of this Project and UN-Habitat's mandate in Brazil, we are looking for a Programme Assistant.

**Report to UN-Habitat Manager**

The Programme Assistant reports to the National Officer for Brazil who will evaluate him/her.

### **Ultimate Result of Service**

He/she will provide technical advice and support the execution of activities related to the implementation of the project in Rio de Janeiro. The Programme Assistant will work in close collaboration with the operational and technical teams of UN-Habitat in Rio de Janeiro and local project teams, staff of other UN Agencies, Government officials, media, multilateral and bilateral donors and civil society.

### **Outputs/Work Assignment**

The Programme Assistant shall support and advise on the implementation of projects according to the responsibilities indicated below.

### **Responsibilities**

Under the overall supervision of the National Officer for Brazil, the Programme Assistant will work in the following areas:

- a) Support technical, administrative and management activities to ensure that projects meet the objectives in terms of deadlines, budget and quality.
- b) Conduct research on urban issues as well as UN-Habitat methodologies to support the programme development team in the negotiation of new projects.
- c) Support the systematization and exchange of successful practices and experiences with other offices in the region and with headquarters divisions.
- d) Support the organization of advocacy campaigns, events, trainings, workshops and knowledge products.
- e) Attend to meetings and conferences promoted by UN-Habitat partners.
- f) Provide inputs for the identification and mitigation of project risks.
- g) Prepare reports to partners, internal reports, etc. at various stages of the projects.
- h) Document expert group meetings, training events and other activities related to the planning, development and implementation of ongoing and new projects.
- i) Be responsible for maintaining an organized and accessible information file.
- j) Be responsible for ensuring that all activities observe the principles of integrity of the United Nations.
- k) Participate in missions as requested.

The consultant will be responsible for completing all courses or training activities that are indicated to him/her by his/her supervisor. The security course *BSAFE* 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.

### **Knowledge Management**

- The person must know the processes, procedures and norms of UN-Habitat, in order 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.

### **Competencies**

**Professionalism:** Experience working in 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.

### **Qualifications**

#### **Academic Qualifications:**

##### **Required:**

- Bachelor's degree in social sciences, Urban Studies, Geography, Architecture & Urbanism, Public Administration, International Relations, Political Science, Economics, Law, Public Policy, Geography, Environmental Engineering or related fields, or additional 3 (three) years of relevant experience to the post, beyond the requirement.

#### **Experience:**

- A minimum of two (2) years of progressively responsible experience in project/programme management on development or urban related themes.
- Professional and academic experience on themes related to urban policy and development, public policy, social inclusion, gender equality, diversity or human rights in Brazil is required.
- Experience in implementation of participatory workshops and its methodologies is highly desirable.
- Professional and academic experience on themes related to public policies, public administration, sustainability, social and urban development, public spaces, articulation and coordination of stakeholders on implementation of policies and projects is an asset.
- Experience related to climate change is an asset.
- Experience related to Nature-Based Solutions is an asset.
- Professional experience in participatory workshops elaboration and guidance is an asset.
- Previous experience within the UN System is desired.

#### **Skills:**

- Good computer skills in Windows and Office packages and Web search engines is 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.
- Good command of geographical information systems (GIS) software such as QGIS or ArcGIS is and/or programming languages such as R or Python 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, fluency in Portuguese is required. Spanish and/or English is desirable.

**Travel details**

The consultant must be available to travel to the places related to the activities in the country, if requested by the National Officer for Brazil and/or the International Officer. Travel will be coordinated and financed by UN-Habitat, according to the United Nations travel rules and guidelines.

**Duration**

Six months upon the signature of the contract, with the possibility of renewal.

**Remuneration** (SB-3/1): BRL 4.891,53 (net amount) plus INSS and CIGNA health insurance.

**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.

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 by email to [onuhabitat-brasil@un.org](mailto:onuhabitat-brasil@un.org)**

with the subject: **NAME of CANDIDATE – Programme Assistant – PAR\_State of Rio de Janeiro**

Deadline for applications: 20<sup>th</sup> January

Applications must include:

- UN Personal History Form in English (Only the form published together with this Terms of Reference will be accepted)
- CV in English, Spanish or Portuguese