



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Latin America and the Caribbean | Brazil
Rua Gago Coutinho, 52, 1º andar, Laranjeiras | Rio de Janeiro, Brazil
onuhabitat-brasil@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

Vacancy Announcement

Title and ID Number of Programme/Project	Multiple projects (cross-cutting position)
Duty station	Rio de Janeiro, Brazil
Functional title	HR Coordinator
Contract type	UNDP Service Contract
Contract duration	6 months
Publication closing date	22 May 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.

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

Report to UN-Habitat Manager

The HR Coordinator reports to the Head of Brazil Office, who will evaluate him/her.

Responsibilities

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

Human Resources

- Review Terms of Reference before publication by UN-Habitat.
- Liaise with HR in UN-Habitat Headquarters the review of Terms of Reference when needed.
- Acting as a liaison between employees, applicants, and the organization.
- Follow up on hiring processes done by partner agencies.
- Maintaining employee records, assisting with recruitment and onboarding, managing benefits, processing payroll, and providing support for training and development programs.
- Coordinate the scheduling and set up of interviews panels through e-mail.
- Coordinate the selection process, including contact shortlisted candidates for interview and post interview feedback.
- Manage the administrative process for interviews, meetings, HR events, and campaigns.



UN-HABITAT

- Conduct training sessions and seminars.
- Update records of new and existing staff.
- Collaborate with the entire human resource team.
- Assist with internal and external human resource inquiries from employees.
- Assist with employee performance reviews.
- Conduct background checks on new employees.
- Gather necessary documentation according to UN rules and regulations needed for hiring in any modality (CIC, IC, UNOPS, UNDP etc.).
- Request Index Number for new hiring.
- Request BP for new hiring.
- Raise and follow up Shopping Cart and or Purchase Orders as needed.
- Track and monitor contract duration and expiry.
- Prepare monthly reports to Headquarters.
- Maintain HR database.
- Support any other initiative requested by the Project and Finance Managers.
- Be responsible for maintaining an organized and accessible information file.
- Be responsible for ensuring that all activities observe the principles of integrity of the United Nations.

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 HR Coordinator reports to the Head of Brazil Office. He/She shall duly and timely perform his/her obligations, under this Terms of Reference. He/she will provide routine technical services related to administrative and human resources to all the projects under the umbrella of the Office in Brazil. He/she will work in close collaboration with operational and technical teams of UN-Habitat in Rio de Janeiro and local project teams, UN-Habitat Headquarters, staff of other UN Agencies, Government officials, media, multilateral and bilateral donors and civil society.

Outputs/Work Assignment

The HR Coordinator will support the implementation of multiple projects and Brazil Office management according to the stated responsibilities. The HR Coordinator shall support the implementation of administrative and human resources activities according to the responsibilities indicated below.

Qualifications

Education:

Required:

- Bachelor's degree in Business Administration, HR, Finance, International Relations or related field is required, or additional three (3) years of relevant experience to the post, beyond the requirement.

Work experience:

- Minimum six (6) years of experience in project/programme management on development or urban related themes is required.
- Experience in SAP is desirable.
- Previous experience within the UN System is desirable.

Skills:

- Proficiency in Microsoft Office is required.
- Good handling of technological tools and use of software and online platforms is desirable.
- Good knowledge of project management methodologies is desirable.
- Good handling of technological tools and use of commercial packages such as Microsoft Office (especially Excel), Internet, cloud sharing, Microsoft Teams, SharePoint. Experience with SAP in general and/or Umoja is considered an asset.

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, English, and Spanish is required.

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. Missions will be coordinated and financed by UN-Habitat, according to the United Nations travel rules and guidelines.

Remuneration

SB-3/5 – BRL: 8.168,84 (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

with the subject HR COORDINATOR – [NAME OF CANDIDATE]

Deadline for applications: **22 May 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.