

Vacancy Announcement

Issued on:	06 th January 2025
Organizational location	UN-Habitat, ROLAC
Requesting Team	Southern Cone Countries (Brazil, Argentina, Uruguay, Chile, Paraguay)
Title and Id Number of Programme/Project	“Resilient Environment Program: Climate Adaptation of Fluminense Cities” (to be created)
Duty station	Rio de Janeiro
Functional title	Deputy Programme Coordinator
Contract type	UNDP Service Contract (SB-4/2)
Post duration	6 months with possibility of renewal
Closing Date	20 th 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 Deputy Programme Coordinator.

Report to UN-Habitat Manager

The Deputy Programme Coordinator 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 Deputy Programme Coordinator will work in close collaboration with the Programme Coordinator, the operational, technical and communications 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 Deputy Programme Coordinator shall support and advise the Programme Coordinator in the implementation of project activities according to the responsibilities indicated below.

Responsibilities

Under the overall supervision of the Programme Coordinator, the Deputy Programme Coordinator will:

1. Support Programme coordination

- Support the coordination of the overall Programme/Portfolio work plan development and implementation according to programme documents and agreement signed.
- Gather inputs and support 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:
 - a. Develop inception report, detailed work plan of the project;
 - b. 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.
- With Programme Coordinator supervision, establish systems for project planning, implementation and monitoring, in collaboration with partners.
- Help Programme Coordinator to 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 Agenda 2030 for the 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.

2. Support Programme Coordinator relations with state and local partners (and other stakeholders)

- Support the coordination of relationships with state and local partners to support 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, as needed.

- With Programme Coordinators supervision, 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.

3. Support to 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 inputs to annual and quarterly reports.

4. Support to 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.
- Support coordinate the organization of major advocacy campaigns, events, trainings, workshops and knowledge products.
- As needed, attend meetings and conferences promoted by partners in order to strengthen the Project position and presence in the State of Rio de Janeiro.
- Under Programme Coordinator advise, 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 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:

- Postgraduate Degree (Lato Sensu or Stricto Sensu) in Public Administration, Public Policy, International Relations, Urban Studies, Social Sciences, Architecture and Urbanism, Geography, Law, Economics, Biology, Environmental Engineering or related fields, or additional 4 (four) years of relevant experience to the post, beyond the requirement.
- Bachelor's Degree in Public Administration, Public Policy, International Relations, Urban Studies, Social Sciences, Architecture and Urbanism, Geography, Law, Economics, Biology, Environmental Engineering or related fields.

Experience:

- A minimum of five (5) years of progressively responsible experience in project/programme management on development or urban related themes.
- Professional 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 required.
- Experience related to climate change is an asset.
- Experience related to Nature-Based Solutions is an asset.
- Experience related to construction management 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 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:

- Fluency in Portuguese, Spanish and English is required.
English and French are the working languages of the United Nations Secretariat, and Spanish is the working language of the Regional Office.

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-4/2): BRL 10.591,02 (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

with the subject: **NAME of CANDIDATE – Deputy Programme Coordinator – PAR_State of Rio de Janeiro**

Deadline for applications: 20th 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