

### Vacancy Announcement

<b>Issued on</b>	14 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>	“Inclusive and Sustainable Rio: A Territorial Approach to Localize the Sustainable Development Goals in the State of Rio de Janeiro and Leave No One And No Territory Behind”
<b>Duty station</b>	Petrópolis, RJ, Brazil
<b>Functional title</b>	Programme Analyst
<b>Contract type</b>	UNDP Service Contract (SB-3/3)
<b>Contract duration</b>	Six (6) months with possibility of renewal
<b>Closing date</b>	22 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 America and the Caribbean - ROLAC - is based in Rio de Janeiro, Brazil. The agency focuses on developing and managing activities in the host country. In recent years, UN-Habitat has expanded its portfolio in Brazil, working with the three levels of government to support the formulation and implementation of more effective, sustainable, participatory and equitable urban economic, social and environmental policies.

In this context, “Inclusive and Sustainable Rio” is a project between UN-Habitat and the Government of the State of Rio de Janeiro (Governo do Estado do Rio de Janeiro - GERJ), through the Undersecretariat of Water Resources and Environmental Sustainability (Subsecretaria de Recursos Hídricos e Sustentabilidade Ambiental), which aims to strengthen urban resilience in the State of Rio de Janeiro, based on the implementation of the 2030 Agenda and the principles of the New Urban Agenda.

The project will help the State to achieve urban prosperity, while implementing global sustainable urban development agendas. Specifically, the proposal focuses on: expanding the commitment of the State's direct and indirect administration to accelerate the implementation of the Sustainable Development Goals (SDGs), complementing the Fluminense Government's global call to action -

Rio2030, and establishing a culture of sustainability in the State of Rio de Janeiro that contributes to increasing urban resilience through the development of disaster prevention and mitigation policies and the engagement of local youth.

Therefore, we are looking for a Programme Analyst to support the implementation and communication of this Project and UN-Habitat's mandate in Brazil. The Programme Analyst may focus on the project activities at the Mountain Region (Região Serrana) of Rio de Janeiro, especially in Petrópolis. However, he/she can be included in activities related to other products of the Inclusive and Sustainable Rio Project.

**Report to UN-Habitat Manager**

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

**Ultimate Result of Service**

He/she will provide technical advice and support the execution of activities related to the project in the State of Rio de Janeiro. The Programme Analyst 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 Analyst shall support and advise on the implementation of projects according to the responsibilities indicated below.

**Responsibilities**

Under the overall supervision of the Head of Brazil Office and OiC for Southern Cone Office, and in close collaboration with the Programme Coordinator, the Programme Analyst will:

- a) Provide technical advice and support the execution of technical activities related to the ongoing and new products implemented in the Inclusive and Sustainable Rio Project, especially in the Mountain Region (Região Serrana) of Rio de Janeiro state.
- b) Carry out tasks aimed to link project strategy and the products implementation.
- c) Provide management support and coordinate the overall implementation of project's work programme, including development, approval and implementation of activities.
- d) Maintain close communication with stakeholders and local partners, such as the governments, civil society organizations, universities, private sector, and others, under supervision.
- e) Perform technical, administrative and management activities to ensure that projects meet the objectives in terms of deadlines, budget and quality.
- f) Provide appropriate technical support to implement activities related to the following areas:
  - i. capacity building and development.
  - ii. collection, production, analysis and management of data, information and urban indicators.

- iii. public policies.
  - iv. strategic and project planning, monitoring and implementation.
  - v. SDGs localization and implementation of the principles of New Urban Agenda.
  - vi. social mobilization and participation.
  - vii. effective advocacy, monitoring and partnership.
  - viii. climate change and improving climate resilience.
  - ix. environmental education.
  - x. gender and ethnic-racial equality.
- g) Provide information for the systematization and exchange of successful practices and experiences with other offices in the region and with headquarters divisions.
  - h) Conduct technical activities to ensure that projects meet deadlines and quality objectives.
  - i) Inputs for the identification and mitigation of projects' risks, including relevant challenges or omissions and other situations that may affect the development and implementation of projects.
  - j) Attend meetings and conferences promoted by UN-Habitat partners.
  - k) Document expert group meetings, forums, consultations, training events and other activities related to the planning, development and implementation of ongoing and new projects.
  - l) Prepare quarterly reports on the activities carried out in the Serrana region.
  - m) Perform other duties which may be requested by the supervisors.
  - n) 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 ongoing project.
- 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 or related fields, or additional three (3) years of relevant experience to the post, beyond the requirement.

##### Desired:

- Postgraduate Degree (Lato Sensu or Stricto Sensu) in Social Sciences, Urban Studies, Geography, Architecture & Urbanism, Public Administration, International Relations, Political Science, Economics, Law, Public Policy or related fields.

#### **Experience:**

- A minimum of four (4) years of progressively responsible experience in project/programme management on urban related themes.
- Professional experience related to urban development in Brazil is required.
- Experience in implementation of participatory workshops and their methodologies is highly desirable.
- Professional and academic experiences on themes related to data analysis, reports and information for public policy, data visualization, data collection, processing and analysis is an asset.
- 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 an asset.
- Previous experience within the UN System would be an asset.

#### **Skills:**

- Good computer skills in Windows, Word, Excel, Outlook and Web search engines are required.
- Good handling of technological tools and use of software and online platforms is desirable.
- Good knowledge of project management methodologies is desirable.
- Good command of geographical information systems (GIS) software such as QGIS or ArcGIS and/or programming languages such as R or Python is desirable.

**Languages:**

- Fluency in Portuguese is required. Knowledge of English and Spanish are desirable.
- 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 (6) months upon the signature of the contract, with the possibility of renewal.

**Remuneration**

SB-3/3 - BRL 6.360,64 (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.

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 Analyst – State of Rio de Janeiro**

Deadline for applications: 22 January 2025

Applications must include:

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