



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Latin America and the Caribbean | Brazil and Southern Cone
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FOR A BETTER URBAN FUTURE

Vacancy Announcement

Title and ID Number of Programme/Project	"Enhancing inclusivity and sustainability in the city of São Paulo"
Duty station	São Paulo, SP, Brazil
Functional title	Programme Analyst (Sanitation)
Contract type	Service Contract
Contract duration	6 months with possibility of renewal
Publication closing date	30 March 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.

This consultancy aims to develop the Municipal Basic Sanitation Plan (PMSB) for the city of São Paulo, with the goal of accelerating the implementation of the 2030 Agenda and the principles of the New Urban Agenda (NAU).

To properly implement this project, a Programme Analyst is required to ensure a good execution of the work programme.

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.

Responsibilities

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

- a) Providing technical advice and supporting the execution of technical activities related to the project.
- b) Provide management support and coordinate the overall implementation of the project work programme, including development, approval and implementation of activities.

- c) Maintain close communication with local counterparts and partners, such as governments, civil society organizations, universities, the private sector, etc. under supervision.
- d) Carry out technical, administrative and management activities to ensure that the project achieves its objectives in terms of deadlines, budget and quality.
- e) Provide appropriate technical support to implement activities related to the following areas:
 - i. training and development;
 - ii. collection, production, analysis and management of urban data, information and indicators;
 - iii. public policies;
 - iv. strategic and project planning, monitoring and implementation;
 - v. localization of the SDGs and implementation of the New Urban Agenda;
 - vi. social mobilization and participation;
 - vii. and effective advocacy, monitoring and partnership.
- f) Providing information for the systematization and exchange of successful practices and experiences with other offices in the region and with divisions at headquarters.
- g) Conducting technical activities to ensure that projects meet deadlines and quality objectives.
- h) Contributing to the identification and mitigation of project risks, including relevant challenges or omissions and other situations that could affect the development and implementation of projects.
- i) Participate in meetings and conferences organized by UN-Habitat partners.
- j) Document expert group meetings, forums, consultations, training events and other activities related to the planning, development and implementation of new and ongoing projects.
- k) Preparing reports for partners, internal reports, etc. at various stages of projects.
- l) Perform other tasks that may be requested by supervisors.
- m) Participate in missions as requested.

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

Outputs/Work Assignment

The Programme Analyst will support, according to the stated responsibilities, the implementation of the project, which includes different deliverables. Some of them are: Preliminary report on the diagnosis of sanitation issues; Diagnosis of sanitation issues; Report on the participatory process of the Municipal Basic Sanitation Plan (PMSB); Final report on the Study of Solutions, Action Plan, and Targets of the PMSB; Consolidated Municipal Basic Sanitation Plan.

Qualifications

Education:

Required:

- Postgraduate Degree (Lato Sensu or Stricto Sensu) in Sanitation Engineering, Environment Engineering, Civil Engineering, Public Administration, Public Policy, International Relations, Urban Studies, Social Sciences or related fields, or additional 4 (four) years of relevant experience to the post, beyond the requirement.
- Bachelor's degree in Sanitation Engineering, Urban Studies, Environment Engineering, Civil Engineering or related fields is required.

Work experience:

- Minimum Four (4) years of experience in project/programme management on development or urban-related topics is required.
- Professional experience on themes related to sanitation planning is required.
- Professional experience in designing and conducting participatory activities is desirable.
- Experience related to UN and/or any other international agency is 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 is required. Working knowledge of English 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: Not Applicable.

Remuneration

SB-4/1 – BRL: 8.715,60 (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 PROGRAMME ANALYST – [NAME OF CANDIDATE]

Deadline for applications: 30 March 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.