



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	"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"
Duty station	Rio de Janeiro, Brazil
Functional title	Programme Analyst (Sustainability)
Contract type	UNDP Service Contract
Contract duration	Six (6) months
Publication closing date	01 June 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.

Since 2024, UN-Habitat has been developing a project with the State Government of Rio de Janeiro (Governo do Estado do Rio de Janeiro) through the Subsecretariat of Water Resources and Environmental Sustainability that aims to strengthen urban resilience in the State of Rio de Janeiro based on the implementation of the 2030 Agenda and the New Urban Agenda principles.

The project will help the State to achieve urban prosperity while implementing global sustainable urban development agendas. In particular, the proposal focuses on: expanding the engagement of the State's Direct and Indirect Administration in accelerating the implementation of the Sustainable Development Goals, complementing the Fluminense Government's global call to action - Rio2030, and the establishment of a culture of sustainability in the State of Rio de Janeiro that contributes to increasing its urban resilience through the development of disaster prevention and mitigation actions and the engagement of local youth.

To properly implement the 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, a Programme Analyst (Sustainability) is required to provide technical and managerial support for project execution, ensuring alignment with deadlines, budget, and quality standards.

Report to UN-Habitat Manager

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

Responsibilities

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

- a) Provide technical advice and support the execution of technical activities related to the ongoing and new projects.
- b) Provide managerial support and coordinate the overall implementation of project's work programme, including development, approval and implementation of activities.
- c) Maintain close communication with counterparts and local partners, such as the governments, civil society organizations, universities, private sector, etc., under supervision.
- d) Perform technical, administrative and management activities to ensure that projects meet the objectives in terms of deadlines, budget and quality.
- e) 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 New Urban Agenda.
 - vi. Social mobilization and participation.
 - vii. Effective advocacy, monitoring and partnership.
- f) Provide information for the systematization and exchange of successful practices and experiences with other offices in the region and with headquarters divisions.
- g) Conduct technical activities to ensure that projects meet deadlines and quality objectives.
- h) 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.
- i) Attend to meetings and conferences promoted by UN-Habitat partners.
- j) Document expert group meetings, forums, consultations, training events and other activities related to the planning, development and implementation of ongoing and new projects.
- k) Prepare reports to partners, internal reports, etc. at various stages of the projects.
- l) Perform other duties which may be requested by the 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 (Sustainability) 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 Terms of Reference. The consultant will work in close collaboration with the UN-Habitat's operational and technical teams.

Outputs/Work Assignment

The Programme Analyst (Sustainability) will support the implementation of the project "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" according to the stated responsibilities.

Qualifications

Education:

Required:

- Bachelor's degree in Public Administration, International Relations, Architecture and Urbanism, Geography, Environmental Management or related fields, or additional 3 (three) years of relevant experience to the post, beyond the requirement.

Desired:

- Postgraduate degree (Lato Sensu or Stricto Sensu) in Project Management, Public Policy, Urbanism and Environmental Management or related fields is desired.

Work experience:

- A minimum of five (5) years of progressively responsible experience in project/programme management urban or sustainable development related themes is required.
- Experience related to climate change and resilience is desirable.
- Experience in stakeholders' mobilization is desirable.
- Experience in management is 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 desirable.
- Previous experience within the UN System is desirable.

Skills:

- Good computer skills in Windows, Word, Excel, Outlook and Web search engines is required.
- Good handling of technological tools and use of software and online platforms is desirable.
- Good knowledge of project management methodologies is desirable.
- Knowledge of geographical information systems (GIS) software such as QGIS or ArcGIS 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 and working knowledge of English are required. Working knowledge of Spanish 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:

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

Remuneration

SB-3/4 – BRL: 7.268,63 (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 (SUSTAINABILITY) – RIS – [NAME OF CANDIDATE]

Deadline for applications: 01 June 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, submitting a CV in English, Portuguese, or Spanish is necessary as an additional document.

The UN Personal History Form is published together with this Term of Reference.