



PROGRAMA DAS NAÇÕES UNIDAS PARA OS ASSENTAMENTOS HUMANOS
Escritório Regional para América Latina e o Caribe | Brasil e Cone Sul
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POR UM FUTURO URBANO MELHOR

Vacancy Announcement

Title and ID Number of Programme/Project	Resilient Paraná: A territorial approach to mitigation, resilience and innovation towards the SDGs, leaving no one and no territory behind
Duty station	Curitiba (PR), Brazil
Functional title	Programme Coordinator
Contract type	LICA, UNOPS
Contract duration	Twelve (12) months, with possibility of renewal
Publication closing date	20 July 2026

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.

The “*Resilient Paraná: A territorial approach to mitigation, resilience and innovation towards the SDGs, leaving no one and no territory behind*” project is being developed by UN-Habitat in partnership with the Government of the State of Paraná. The initiative aims to consolidate a culture of sustainability that enhances urban resilience through disaster risk reduction and mitigation actions aligned with the 2030 Agenda and its 17 Sustainable Development Goals, as well as the New Urban Agenda. Its approach focuses on strengthening technical capacities, standardizing monitoring and data-use systems, fostering innovation in public management, and promoting active community engagement across the state.

This project proposes a set of interventions designed to support Paraná in advancing climate change mitigation and urban resilience strategies, including the promotion of green infrastructure, protection of water resources, and strengthening of local capacities. The initiative also reinforces commitments to sustainable urban development, social inclusion, and institutional capacity-building, including the training of multipliers to expand knowledge and impact.

To properly implement this project, a Programme Coordinator is required.

Report to UN-Habitat Manager

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

Responsibilities

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

a) Programme Coordination:

- Coordinate the development and implementation of the overall work plan in line with project documents and the signed Contribution Agreement;
- Develop inception outputs, including a detailed project work plan;
- Prepare and review technical documents, consolidating all team inputs into high-quality final deliverables aligned with project outcomes and indicators;
- Prepare Terms of Reference (ToRs) and detailed scopes of services for project outputs;
- Establish and oversee systems for project planning, implementation, and monitoring in collaboration with partners;
- Oversee periodic project follow-up activities as defined in the work plan;
- Ensure technical quality and compliance with Agency standards and partner expectations;
- Coordinate the preparation of work plans, inception and narrative progress reports;
- Identify, anticipate, and mitigate risks that may affect project implementation;
- Support the systematization and exchange of knowledge, good practices, and lessons learned;
- Provide technical guidance on the localization of international frameworks (e.g., SDGs, New Urban Agenda);
- Maintain organized records of project activities, risks, and key documentation.

b) Contribution Agreement and Financial Monitoring:

- Maintain full knowledge of the Contribution Agreement and its requirements;
- Monitor deadlines for narrative and financial reporting;
- Request financial reports from the central team in advance of deadlines;
- Track disbursement schedules and monitor fund transfers;
- Monitor the overall project timeline and delivery schedule;
- Inform and follow up with the central team on any need for project amendments (e.g., no-cost extensions).

c) Technical Coordination:

- Prepare technical and/or concept notes as required;
- Coordinate with central teams and technical specialists;
- Support recruitment and management of technical teams and consultants;
- Ensure timely implementation of deliverables according to the work plan.

d) Engagement with Project Partners:

- Under supervision, maintain and strengthen relationships with government counterparts, civil society, academia, and private sector partners;
- Ensure effective communication and coordination among stakeholders;
- Work closely with government partners to ensure alignment and smooth implementation;
- Organize regular coordination meetings;
- Provide updates on project progress, deliverables, and recruitment processes.

e) Monitoring and Reporting:

- Gather and compile data for monitoring and evaluation throughout the project cycle;

- Monitor implementation progress and expenditure of funds;
- Conduct regular follow-up and monitoring activities;
- Prepare and coordinate narrative progress reports.

f) Knowledge Management, Advocacy, Communication and External Partnerships:

- Document project processes, methodologies, and outputs;
- Support the development and dissemination of knowledge products;
- Coordinate project events, workshops, and training activities;
- Represent the project in meetings and events to strengthen its visibility and positioning;
- Identify and support the development of strategic partnerships;
- Coordinate with the Partnerships team for formalization processes;
- Manage invitations and participation in relevant events and initiatives, ensuring alignment with project objectives and partnership strategy.

g) Team Management:

- Monitor contracts (start/end dates) of consultants;
- Manage performance evaluations and contract renewals;
- Validate monthly reports and deliverables for payroll processing;
- Lead recruitment processes (ToRs, screening, interviews, and selection);
- Oversee onboarding processes and access to institutional systems;
- Manage team schedules, leave requests, and attendance;
- Conduct regular team meetings and performance feedback processes.

h) Other Duties:

- Perform other duties as required by the supervisor, within the incumbent's expertise, to support the effective implementation of the project.

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 consultant shall duly and timely perform his/her obligations, under this Terms of Reference, and will work in close collaboration with the UN-Habitat's operational and technical teams.

Outputs/Work Assignment

The Programme Coordinator will support the implementation of the project according to the stated responsibilities.

Qualifications

Education

Required:

- Bachelor's degree in Architecture and Urbanism, Geography, Economics, International Relations, Public Policies, Administration or related fields is required.

- Postgraduate degree (Lato Sensu or Stricto Sensu) in Architecture and Urbanism, Urban Planning, Geography, Project Management, or related fields is required, or additional four (4) years of relevant experience to the post, beyond the requirement.

Work experience

- Minimum of seven (7) years of progressively responsible professional experience in sustainable or urban development projects, including demonstrated experience in project coordination in Brazil, is required.
- Experience in the following areas is desirable:
 - Communication, mobilization, and stakeholder engagement strategies for urban projects;
 - Development of urban strategies and public policies (e.g., Smart Cities, digital transformation, SDGs);
 - Urban resilience, climate adaptation, and disaster risk reduction initiatives;
 - Design and delivery of capacity-building and training programs;
 - Participatory planning approaches, including co-creation and community engagement;
 - Urban observatories, data platforms, and monitoring systems;
 - Participatory public space interventions, tactical urbanism, and nature-based solutions (NbS).
- Previous experience within or with the United Nations System is desirable.

Skills:

- Good computer skills in Windows, as Microsoft Office, Outlook, Microsoft Teams, and Web search engines are required.
- Mastery of technological tools and use of software and online platforms is required.
- Good knowledge of project management methodologies is required.

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 English 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

LICA 4 plus Cigna health insurance.
UNOPS 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.

Beyond part-time experiences, where a specific percentage of time must be indicated, please note that internships and volunteer work count as 50% of experience. Additionally, experience that is not relevant to the position will not be considered.

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:

UNOPS-062.26-Programme Coordinator-Paraná – [NAME OF CANDIDATE]

Deadline for applications: 20 July 2026

Applications **must include** the UN Personal History Form in English, signed and in PDF, as the information provided in this form will be the basis for evaluation, and a CV in Portuguese, as an additional document.

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