



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Latin America and the Caribbean | Brazil and Southern Cone
Rua Gago Coutinho, 52, 1º andar, Laranjeiras | Rio de Janeiro, Brazil
onuhabitat-brasil@un.org | www.unhabitat.org

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	Petrópolis, RJ, Brazil
Functional title	Technical Coordinator
Contract type	UNDP Service Contract
Contract duration	Six (6) months
Publication closing date	18 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 Technical Coordinator is required to co-lead the implementation of the project's activities in Petrópolis and Mountain Region.

Report to UN-Habitat Manager

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

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

1. Technically coordinate the actions of the Petrópolis and Mountain Region products
 - Technically coordinate the product according to programme documents and agreement signed.
 - Prepare and review deliverables according to the agreed outcomes and indicators.
 - Gather inputs and coordinate the preparation of workplans, periodic narrative progress reports and expenditures status reports to the programme coordination in Rio de Janeiro.
 - Ensure programme implementation as per the work plan with support from programme staff.
 - Establish systems for programme planning, implementation and monitoring, in collaboration with partners.
 - Anticipate and mitigate risks to products, including relevant challenges or omissions and other situations that may affect development and implementation of the programme.
 - 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 its counterparts.
 - Provide technical support on how to localize and give shape to international agreements and frameworks, such as the 2030 Agenda for Sustainable Development, the New Urban Agenda and Sendai Framework for Disaster Risk Reduction 2015-2030, presenting ideas on how to implement these agendas in the territory.
 - Record and maintain documents on relevant programme activities, issues, and risks.
2. Relationship with partners and other stakeholders
 - Maintain relationships with local partners to support the implementation of the project, identify potential risks, and resolve any conflicts throughout the process.
 - Ensure effective and efficient communication with counterparts and local partners, such as local governments (several Secretariats), civil society organizations, community leaders, Universities, private sector, etc.
 - Identify capacity building needs and support partners through technical assistance, mentoring, training and capacity development initiatives, as needed.
3. Support the coordination of the programme's monitoring and reporting
 - 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. Advocate and facilitate knowledge building, management and communication
 - Document the product implementation.
 - Contribute to the exchange of information and provide inputs to the development of knowledge products.
 - Coordinate the organization of major advocacy campaigns, events, trainings, workshops and knowledge products.
 - Attend meetings and conferences promoted by partners to strengthen the project's position and presence in the territories.
 - 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 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 be 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 Technical Coordinator 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 Technical Coordinator will support the implementation of Petrópolis and Mountain Region products and coordinate the local office in Petrópolis according to the stated responsibilities.

Qualifications

Education:

Required:

- Postgraduate degree (Lato Sensu or Stricto Sensu) in Architecture and Urbanism, Environmental Management, Environmental Education, Civil Defense or related fields, or additional four (4) years of relevant experience to the post, beyond the requirement.
- Bachelor's degree in Architecture and Urbanism, Environmental Management, or related fields is required.

Work experience:

- Minimum of four (4) years of experience in project coordination, team leadership, technical advisory, or community mobilization on topics related to urban development or disaster risk management is required.
- 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 desirable.
- Experience related to reducing the risk of disaster is desirable.
- Previous experience within the UN System is desirable.

Skills:

- Good computer skills in Windows, like Microsoft Office, Outlook, Microsoft Teams, 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.

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 and Spanish are 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-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 **TECHNICAL COORDINATOR PETRÓPOLIS - [NAME OF CANDIDATE]**

Deadline for applications: **18 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, the submit of a CV in English, Portuguese or Spanish as an additional document is mandatory.

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