



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
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

Vacancy Announcement

Title and ID Number of Programme/Project	Urban, Sustainable and Inclusive Prosperity in the State of Alagoas – An integrated Initiative
Duty station	Maceió, Brazil
Functional title	Communications Analyst
Contract type	UNDP Service Contract
Contract duration	Six (6) months with possibility of renewal
Publication closing date	11 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.

Through a partnership with the Government of the State of Alagoas to improve institutional and technical capacities of State and municipal stakeholders on sustainable territorial and urban development, UN-Habitat is now setting up the third phase of the project named “Sustainable and inclusive urban prosperity in the State of Alagoas”. This third phase shall lead to enhance State of Alagoas engagement toward sustainable and inclusive urban prosperity, through a better understanding of the urban setting, and the establishment or improvement of its public policies, plans, and actions.

In order to support the implementation and communication of this project and UN-Habitat’s mandate in Brazil, a Communications Analyst is required.

Report to UN-Habitat Manager

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

Responsibilities

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

- a) Communication and outreach/advocacy strategies and plans:
 - Conduct communication needs assessments for the project, including strategic communication plans, projects, programmes and initiatives.

- Implement specific communication strategies for the various stakeholders (UN agencies, partners, and local communities), according to their characteristics and specific needs, and according to the strategy defined by UN-Habitat Brazil.
 - Organize workshops, meetings and events with stakeholders and inhabitants, aiming to produce communications materials with a participatory approach.
 - Support the organization of advocacy campaigns, events, trainings, workshops, and knowledge products.
 - Prepare the project's timeline and production schedule of communications' activities;
 - Support the project's visual identity design, together with UN-Habitat Brazil Communications Manager, Programme Coordinator and the project's partners, among others.
 - Coordinate all communication actions within the project's team and UN-Habitat Brazil.
 - Support the work of the communications' team in Brazil.
 - Perform other duties which may be requested by the supervisor.
- b) Advocacy, launches and campaigns:
- Develop, implement, and disseminate communications products including brochures, press releases, campaigns, social media posts, audio-visual materials, and others. This work will be done with the support and guidance of the UN-Habitat Brazil Communications Manager.
 - Ensure compliance with HQ and Regional Office guidelines for branding, written and design materials.
- c) Outreach, media and partner relation:
- Prepare and disseminate regular information about the project to the public, partners and beneficiaries.
 - Identify local means of communication and use them to disseminate the project.
 - Undertake field trips with media representatives and other visitors in support of UN-Habitat and its work, when requested.
 - Ensure access for journalists to subject matter experts.
 - Maintain an established network of contacts for general information sharing and to remain up-to-date on partnership related issues.
 - Keep a regular clipping of the project's activities.
 - Coverage of events with participation of programme staff, including photographic coverage.
 - Supervise and analyze events, public opinion and press coverage, to identify problems and trends and provide inputs to the Programme Coordinator over appropriate actions/responses on the office's interest issues.
 - Be in touch with the government's team of the Government of the State of Alagoas and support them when necessary.
 - Participate in missions as requested.
- d) Online presence:
- Provide new content and write articles to UN-Habitat global and regional websites, as well as the UN Brazil website, based on corporate requirements and coordinate continued updating.
 - Produce and publish human interest stories, coverage of events and related content to feed the web pages and social media.
 - Provide new content about the project to UN-Habitat social media accounts in line with corporate social media policy.
 - Manage inquiries about the project through social media platforms.
 - Produce regular reports on social media and web pages indicators about the project's actions.

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 Communications 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 Terms of Reference. The consultant will work in close collaboration with the UN-Habitat's operational and technical teams.

Outputs/Work Assignment

The Communications Analyst shall lead the planning and implementation of the project's communication activities, together with innovation and advocacy strategies, to increase the visibility and recognition of UN-Habitat and the project among local partners, the media, and the public.

Qualifications

Education:

Required:

- Bachelor's degree in Communications, Journalism, Public Relations or related fields is required, or additional three (3) years of relevant experience to the post, beyond the requirement.

Desired:

- Postgraduate degree (Lato Sensu or Stricto Sensu) in Communications, Journalism, Public Relations or related fields is desirable.

Work experience:

- At least five (5) years of progressively responsible communications experience at national or international level is required.
- Professional experience with local governments and/or civil society and advocacy initiatives is required.
- Previous experience working in the Brazilian context is required.
- Experience with alternative and participatory digital methodologies is desirable.
- Experience in media relations and in managing and producing content for social media is desirable.
- Familiarity with and interest in urban issues and urban global agenda of the Organization is desirable.
- Previous experience within the UN System is desirable.

Skills:

- Excellent writing and proof-reading skills in Portuguese are required.
- Good computer skills in the Microsoft Office package (Word, Excel and PowerPoint), Microsoft Teams and Google (Gmail, Drive, Docs, Sheets and Forms), and Canvas is required.
- In-depth knowledge and understanding of social media platforms (Facebook, Twitter, Instagram, YouTube, etc.) is desirable.
- Previous experience with the use of softwares such as Adobe package (especially Illustrator, InDesign and Photoshop) is desirable.
- Photography experience and skills in video editing and production is desirable.
- Previous experience working with the public sector and NGOs is desirable.
- Experience related to UN and/or any other international agency 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. 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.



UN-HABITAT

Applications should be sent to onuhabitat-brasil@un.org

with the subject **COMMUNICATIONS ANALYST ALAGOAS – [NAME OF CANDIDATE]**

Deadline for applications: **11 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, 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.