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Vacancy Announcement

Issued on:	20 March 2024
Organizational location	UN-Habitat, ROLAC
Requesting Team	Southern Cone Countries (Brazil, Argentina, Uruguay, Chile, Paraguay)
Title and Id Number of Programme/Project	"Urban Qualification in a Key Neighbourhood of Belo Horizonte" (S1-32QXB-000610)
Duty station	Belo Horizonte
Functional title	Programme Analyst
Contract	UNDP Service Contract (SB-4/1)
Post duration	6 months with possibility of renewal
Closing Date	31 March 2024

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 in order 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 United Nations Office for Project Services (UNOPS) and the Municipality of Belo Horizonte, UN-Habitat is working as Implementing Agency to implement the project named "Urban Qualification in a Key Neighbourhood of Belo Horizonte". UN-Habitat will focus on the outcome "Improved Belo Horizonte Municipal infrastructure and tools to develop effective options for social housing and urban planning in Izidora", which aims to enable Izidora´s population to have safe and sustainable access to community infrastructure and affordable housing.

In order 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 National Officer for Brazil, who will evaluate him/her.

Ultimate Result of Service

He/she will provide technical advice and support the execution of activities related to the project in Belo Horizonte. The Programme Analyst will work in close collaboration with the operational and technical teams of UN-Habitat in Belo Horizonte and Rio de Janeiro, staff of other UN Agencies, Government officials, media, multilateral and bilateral donors and civil society.

Outputs/Work Assignment

The Programme Analyst shall assist the implementation of the above-mentioned project according to the responsibilities indicated below.

Responsibilities

Under the overall supervision of the National Officer for Brazil, the Programme Analyst will:

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* 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.

Knowledge Management

- → The person must know the processes, procedures and norms of UN-Habitat, in order 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.

Competencies

Professionalism: Experience working in inter-institutional environment, project management, monitoring-evaluation; approaches and strategies with regard to 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.

Qualifications

Academic Qualifications:

- **Required:** Postgraduate Degree (Lato Sensu or Stricto Sensu) in Architecture & Urbanism, Public Administration, Political Science, Urban Studies, Public Policy or related fields, is required or additional 4 (four) years of relevant experience to the post beyond the requirement.

Experience:
- A minimum of four (4) years of progressively responsible experience in project/programme management on urban related themes.
- Professional experience related to urban development in Brazil is required.
- Professional and academic experience on themes related to public policies, public administration, social and urban development, slum upgrading, articulation and coordination of stakeholders on implementation of policies and projects.
- Previous experience within the UN System would be an asset.

Skills:
- Good computer skills in Windows, Word, Excel, Outlook and Web search engines is required;
- Good handling of technological tools and use of softwares and online platforms is desirable;
- Good knowledge on project management methodologies is desirable.

Languages:

- Fluency in Portuguese and English is required. Knowledge of Spanish is desirable.
- English and French are the working languages of the United Nations Secretariat, and Spanish is the working language of the Regional Office.

Travel details

The consultant must be available to travel to the places related to the activities in the country, if requested by the National Officer for Brazil and/or the International Officer. Travels will be coordinated and financed by UN-Habitat, according to the United Nations travel rules and guidelines.

Duration

Six (6) months upon the signature of the contract, with the possibility of renewal.

Remuneration

(SB-4/1): BRL 8.715,60 (net amount) plus INSS and CIGNA health insurance.

Notes

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.

To submit an Application, please access: https://forms.gle/XzW6Mt6mnhtCLrYj7

Deadline for applications: 31 March 2024

Applications must include:

- UN Personal History Form in English (Only the form published together with this Terms of Reference will be accepted); and
- CV in English, Spanish or Portuguese.