

I. POSITION INFORMATION

Position: Project Assistant (GEF-6 Project)
Vacancy Announcement: UN Environment/ROLAC – Brazil Office
Type of Contract: Service Contract (SB3)
Duration: 6 (six) months (renewable)
Duty station: Brasília
Closing date for application: September 15th, 2019

II. ORGANIZATIONAL CONTEXT

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system, and serves as an authoritative advocate for the global environment. Our mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

III. FUNCTIONS / KEY RESULTS EXPECTED

The objective of this Term of Reference is to hire a Project Assistant to support in the technical and administrative routines related to the Project "Cities-IAP: Promoting Sustainable Cities in Brazil through Integrated Urban Planning and Innovative Technologies Investment". This GEF (Global Environment Facility) project is being implemented by UN Environment in partnership with the Ministry of Science, Technology, Innovations and Communications - MCTIC. The Project Assistant should provide direct support to the National Director in daily activities and routines related to the current Project as well as to associated projects and initiatives under his responsibility and will be stationed at the headquarters of MCTIC in Brasilia.

Under the direct supervision of the GEF Sustainable Cities IAP National Director, the Project Assistant will undertake the following tasks:

Assist the GEF Sustainable Cities IAP National Director in implementing programme activities:

- Support collection, analysis and dissemination of data related to Technology for Sustainable Cities Programme outcomes and outputs;
- Prepare various written outputs, e.g. background documentation, papers, proposals, analysis, reports, inputs to publications, presentations and other types of publications;
- Contribute to the drafting, translation and review of relevant documents;
- Write correspondences whenever necessary;
- Organize the agenda, participate in and provide substantive inputs to meetings and discussions,
- Contribute to monitoring and evaluation activities;
- As part of a team, document lessons learned and best practices and promote knowledge management to ensure access to best available expertise and facilitate organizational learning.

General administrative support to activities related to MCTIC's Technology for Sustainable Cities Programme:

- Provide organizational and technical support for delivering technical assistance activities, programme activities, meetings; field missions, etc;
- Assist in establishing and maintaining operations / programme classification;
- Organize and categorize all existing and new documents related to TCS Programme for easy retrieval when necessary.

IV. TRAVEL

Costs with missions/travels in order to meet the objectives and results stated in this Term of Reference are not included in the total amount mentioned above and shall be covered by the Project, if necessary.

V. REPORTING LINES

The Service Contractor will perform its duties and responsibilities under the direct of the GEF Sustainable Cities IAP National Director.

VI. IMPACT OF RESULTS

All services to be performed under this Term of Reference (ToR) will have a direct impact on the development and implementation of the UN Environment Brazil Office.

VII. COMPETENCIES AND CRITICAL SUCCESS FACTORS

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

VIII. RECRUITMENT QUALIFICATIONS

Mandatory Academic Background

- Graduation in architecture, urban planning and areas related to sustainable urbanization

Mandatory Work Experience

- At least 4 (four) years of related work experience

Desirable work Experience

- Areas related to the sustainable cities agenda and tasks that demand creativity

Language requirements

- Fluency in English is required; Knowledge of additional UN languages would be an asset. Good drafting/writing skills, good oral communication skills required.

Mandatory skills

- Good communication and ability to manage administrative routines and daily agenda;
- Capacity to write technical reports, texts, documents, invitations and correspondences;
- Ability to make inter-institutional articulation – and to act close to the following interfaces: government bodies, institutions, companies, and others;

- Ability to work together with co-execution partner institutions;
- Good Interpersonal relationship skills to work closely with partners and project coordinating team;
- Capacity to assist in the technical evaluation of the products, work plans and all related activities submitted to the National Director;
- Capacity to organize, report and to do the accountability of meetings, seminars, workshops and other events under the Project;
- Ability to search content on the internet and other sources, systematize and organize data;
- Experience in spreadsheet and text packages (MS Word, Excel, etc.) as well as graphic design software;
- Knowledge on actions and policies implemented by MCTIC related to Sustainable Cities (basic information at :
https://www.mctic.gov.br/mctic/opencms/ciencia/SEPED/ciencias_humanas/Cidades_Sustentaveis/TECNOLOGIAS_PARA_CIDADES_SUSTENTAVEIS.html.)

Corporate Competencies

Demonstrates integrity by modeling the UN's values and ethical standards; Promotes the vision, mission, and strategic goals of UN Environment; Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism.

Qualified candidates may submit their applications by e-mail, in ENGLISH, including:

1. Detailed curriculum vitae (**Personal History Format - P11 – [click to open the template](#)**);
2. Application letter containing the expected remuneration.

Applications must be sent to the address mentioned below by no later than **September 15th, 2019, 23:59 (Brasília time)** quoting reference "**Process 007/2019 Project Assistant - CITInova | UN Environment**".

E-mail: elisa.tavares@un.org

Eventual requests for information or doubt clarifications may be submitted to the UN Environment Office in Brazil (to the email address above) by August 30th, 2019.

Applications received after the deadline will not be considered.

Only short-listed qualified candidates will be contacted for interview and written assessment phases.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.