



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific (ROAP) - Fukuoka
ACROS Fukuoka Building 8F, 1-1-1 Tenjin, Chuo-ku, Fukuoka, 810-0001, Japan
habitat.fukuoka@un.org | <https://fukuoka.unhabitat.org/>

FOR A BETTER URBAN FUTURE

Posting date: 8 January 2025
Closing date: 21 January 2025

Vacancy Announcement

Post: Project Assistant, ROAP (Ref: JD/ROAP/PA-25-1)
Duty Station: UN-Habitat Regional Office for Asia and the Pacific (ROAP), Fukuoka
Duration: 1 year (extendable)
Starting date: 1 March 2025
Type of Contract: Local Individual Contract Agreement (UNOPS/LICA)

Background

The United Nations Human Settlements Programme (UN-Habitat) is the agency mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in 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. UN-Habitat is a focal agency for the implementation of the New Urban Agenda and for the reporting of several SDG targets with urban dimensions.

The UN-Habitat Regional Office for Asia and the Pacific (ROAP) was established in August 1997 and is located in the ACROS Building in Fukuoka City. UN-Habitat ROAP oversees and supports country offices in the Asia and the Pacific region. For more information on UN-Habitat's activities in the region, see <https://fukuoka.unhabitat.org>.

Project Assistants in ROAP Fukuoka deliver critical programmatic, operational and administrative support to International Programme Managers operating from the office or from its regional liaison office in Bangkok and to project managers working from the country offices. As a team, they also support activities in Fukuoka, including workshops, expert group meetings and other events.

Description of Tasks

The Project Assistant will work under the direct supervision of one or more Programme Managers / Human Settlements Officers (HSO).

The overall responsibilities of the Project Assistant are focused on supporting projects in the countries assigned to HSOs with tasks including information collection and contributing to reports, review of project documents, progress reports and delivery report, the preparation of draft budget revision and the drafting of work plans, support to the drafting of Terms of Reference for recruitment, supporting project monitoring, and processing procurement requests as required.

Specific duties include:

Programme and Project Support

- 1) Assisting in the preparation of project proposals, resource mobilization documents, cooperation and contribution agreements and project documents;
- 2) Supporting the complete submission of project documents for official project review;
- 3) Assisting in project monitoring by editing and reviewing interim and final project reports and by supporting timely evaluation assignments;
- 4) Following-up on requests from the field related to recruitment of consultants, issuance of contracts and agreements of cooperation, travel requests, obtaining certification of services and clearances from HSOs and other related project and administrative work;
- 5) Supporting procurement related project activities;
- 6) Reviewing all documentation from substantive officers and field offices on completeness and compliance with rules and regulations and ensuring timely submission to endorsing, certifying and approving officers;
- 7) Assisting in the preparation of presentations, lectures, briefing notes, good practices, project documentation and information materials, including web pages;
- 8) Assisting in the organization of seminars, workshops and meetings.

Project Administration Support

- 9) Updating all necessary data on project preparation and implementation in the applicable portals and systems, to support transparent management of project resources;
- 10) Maintaining efficient information support system for communications by filing them in the specified manner;
- 11) Updating and monitoring roster of project staff, consultants and subcontractors, including their assignment dates, leave reports and reporting schedules;
- 12) Making arrangements for ROAP travel including obtaining visas and security clearance;
- 13) Draft, type, proofread and format documents necessary for all communications originating from the office of the HSOs;
- 14) Undertake any other duties and responsibilities, which can reasonably be expected to help maximize the efficiency and effectiveness of operational activities and any other duties related to the day-to-day functioning for the office.

Competencies:

- **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 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.
- **Planning & Organizing:** Plans work activities consistent with requests and agreed work requirements; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Required Qualifications

- Education: University degree (Bachelor) in Public Administration, Project Management, Communication, Urban or Environmental Studies or relevant field of development studies.
- Experience: Minimum 2 years of experience in project management support is required.
Experience in an International Organization is desirable.
Data management skills and use of data software are desirable.
Use of presentation software and skills editing and producing documents are desirable.
Experience in making updates in websites and social media channels is desirable.
- Language: For the advertised position, **fluency in oral and written English and Japanese are required**. Knowledge of other official United Nations languages is an advantage.
- Other: Basic knowledge of MS Office for Windows, flexibility to work under pressure against deadlines, ability to work efficiently in a multi-national team, team-player, dependable, punctual, diligent and have a pleasant personality.

IMPORTANT NOTE : Local Individual Contractors are locally hired. Foreign nationals living in Japan or entitled to live and work in Japan while temporarily being abroad can apply for this position on the condition that they have residency and work rights in Japan at the time of applying. UN-Habitat cannot arrange work visas for locally hired staff. The recruitment does not come with travel and other onboarding entitlements typical for internationally recruited staff.

Submission of Applications

The application shall consist of **an email with a motivation statement and an attached CV using the UN Personal History Form (P11) format**. The P11 must be filled in completely, with clear information on your work experience to date and saved as a PDF before attaching.

Please download the P11 form (MS-Word) from the UN-Habitat ROAP web site:
<https://fukuoka.unhabitat.org/en/careers/>

Candidates shall email their applications latest by **21 January 2025 23.59 PM** to:

habitat.fukuoka@un.org

Please indicate in the email subject line: Project Assistant (Ref: JD/ROAP/PA-25-1).

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for interview. Details and conditions of the contract will be communicated at the interview.

In line with UN-Habitat policy on gender equity, applications from female candidates are strongly encouraged.