



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific (ROAP) - Fukuoka
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FOR A BETTER URBAN FUTURE

Posting date: 13 March 2025

Vacancy Announcement

Post: Project Assistant, ROAP (Ref: JD/ROAP/PA-25-3)
Duty Station: UN-Habitat Regional Office for Asia and the Pacific (ROAP), Fukuoka
Duration: 1 year (Extendable subject to performance and fund availability)
Starting date: June 2025
Type of Contract: Local Individual Contract Agreement (UNOPS/LICA)
Level/Sub-level: Level 5 (Assistant Level)
Payment: Monthly

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, Japan. 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. The position requires strong motivation to contribute to a team delivering results in international cooperation. There should be a willingness to work under pressure against deadlines, the ability to be a team-player and work efficiently in a multi-national team, be punctual and uphold strict compliance with rules and regulations and be open to innovation.

Description of Tasks

The Project Assistant will work under the direct supervision of Programme Manager/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, review of various documents such as project documents, progress reports, draft budget, Terms of Reference for recruitment, supporting project progress monitoring, and processing procurement requests from country offices 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 supervisor's review;
- 3) Assisting in project progress monitoring by reviewing interim and final project reports and by following up the timely submission by country offices;
- 4) Following-up on requests from the country offices 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 HSOs and country 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, 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) Following up the country offices to update roster of project staff, consultants and subcontractors, including their assignment dates, leave reports and reporting schedules;
- 12) Supporting arrangements for HSO's travel including obtaining visas and security clearance;
- 13) Draft, type, proofread and format documents necessary for all communications originating from the HSOs; and
- 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:** Develops workplans and tracks activities consistent with agreed goals and targets; 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 and Desirable Qualifications*

- Education: University degree (Bachelor) in Public Administration, Communication, Political or Social Sciences, Urban or Environmental Studies or a related development field of studies.
- Experience: Minimum 2 years of relevant work experience in project management support is required.
- Experience working in an international organization or professional team is desirable.
- Experience in actively using software systems and data analytics in business processes is desirable.
- Language: English and French are the working languages of the United Nations Secretariat. 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: Knowledge of MS Office for Windows is required.
- Skills in excel data analytics are desirable.

*To be considered for the position, you must fulfil all the “required” criteria. Matching one or more “desirable” criteria makes an application stronger. Make sure that your application letter explains succinctly how your profile matches with these required and desirable criteria.

Contract Modality

The successful candidate will be employed under UNOPS Local Individual Contract Agreement (LICA) contract. UN-Habitat offers compensation package including a monthly gross salary, commensurate with the experience and qualifications of the candidate. Benefits include 30 days annual leave, 24 days annual paid sick leave, and a health insurance scheme. There are no bonuses.

UN-Habitat is not liable for any local taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of LICA contract holders.

Also, Japanese National Health Insurance and National Pension must be arranged under the responsibility of LICA contract holders.

Duration of contract

The duration of the initial contract is 1 year. This is UNOPS LICA contract, with the possibility for renewal subject to requirements and satisfactory work performance, as well as fund availability.

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**

(1) a motivation statement, and

(2) 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 format for submission.

Please download the P11 form (MS-Word) from the UN-Habitat ROAP web site:

https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11.doc

Candidates shall email their applications latest by **15 April 2025 23:59 Japan time** to:

habitat.fukuoka@un.org

Please indicate in the email subject line: Project Assistant (Ref: JD/ROAP/PA-25-3).

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 male candidates are strongly encouraged.

More information about the UN-Habitat ROAP and Project Assistant:

➤ **Online Briefing Session will be held at the beginning of April.**

Are you interested in an online briefing session ?

If you're interested in this Project Assistant post and have any questions, please feel free to attend the Online Briefing Session. The Sessions will be held in Japanese language only. Exact date and time of Session will be informed as soon as confirmed on the ROAP relevant webpage.

Registration for Online Briefing Session will be open soon.

➤ **Our office location and environment**

The office location of ROAP is Fukuoka, Japan (Address: 8F, ACROS Fukuoka Building, 1-1-1, Tenjin, Chuo-ku, Fukuoka). ACROS Fukuoka Building was designed by the famous Argentinian architect Emilio Ambasz, and we can enjoy the seasonal beauty of Step Garden in the south side of the building.

Our office is in the center of Fukuoka city, with very convenient transportation. The ACROS building is directly connected to the subway station nearby and there are many restaurants, café, and shopping places.

ROAP's official working hours are from 9:30 to 17:30, with 1 hour lunch break in between. Flexible working arrangements may be possible subject to the approval of supervisor(s) considering the Work Life Balance and requirements for each staff member. Each staff member has his/her own comfortable working booth separated from neighbors and allows the staff to concentrate on his/her own work while recognizing the presence of colleagues around.

➤ **Office culture**

We enjoy the diverse cultures of Asia, South America, Europe, and different range of professionals on management of programme, finance, administration, and logistics. We also have young generations of interns who enthusiastically provide technical support for projects. These diverse cultures and work environment will help you to improve your knowledge and competencies in not only the Project Assistant but also in different fields to advance your career. With a staff of approximately 20 people, close communication allows for a friendly relationship with each other. Souvenirs of unique sweets from Asia, Pacific, and Africa are also part of our fun in this office. Group lunch and dinner are held occasionally.

➤ **Training and learning opportunities**

In addition to the on-the-job-training by colleagues, series of self-online training courses are available to learn and master the basic UN rules and regulations as well as unique UN system applications. Advice and guidance from direct supervisor(s) are also available whenever you have any challenges/concerns.