



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

24 March 2025

Terms of Reference

ORGANISATIONAL LOCATION:	United Nations Human Settlements Programme (UN-Habitat)
DUTY STATION:	Bangkok, Thailand
FUNCTIONAL TITLE:	Project Manager
DURATION:	April 2025 – 31 December 2025 (with possible extension up to Nov' 2026)
CONTRACT MODALITY:	UNOPS IICA-II
VACCANCY ANNOUNCEMENT DURATION:	24 March 24 to 06 April 2025

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organisational Context:

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements and sustainable urbanisation. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Leading efforts to advance UN system-wide coherence for sustainable urbanisation, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals (SDGs) adopted in September 2015 as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

For over a decade, the UN-Habitat through its established presence together with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) in Bangkok has served as an integral arm of the Regional Office for Asia and the Pacific (ROAP) in Fukuoka, JAPAN assisting to facilitate inter-agency partnerships and collaboration with Bangkok-based regional bodies, institutions, UN, and civil society agencies.

In late 2022, UN-Habitat strengthened its office in Bangkok as Multi-Country Programme Office in line with the organizational reform to support assigned countries in South and South East Asia while further deepening its presence and cooperation in all of Thailand, Malaysia, Singapore, and Brunei Darussalam. The Bangkok Multi Country Programme Office (MCO) supports the UN-Habitat Regional Office for Asia and the Pacific in the liaison and coordination with key partners, several UN agencies regional and country offices and especially with the Economic and Social Commission for Asia and the Pacific (ESCAP). The office supports the development of strategic partnerships with key donors and partners and the contribution of UN-Habitat to key functions and initiatives to advance the implementation and reporting of the SDGs.



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In February 2025, UN-Habitat has partnered with ICLEI and TEI to roll-out UN-PACT **ACTIVE** project “Accelerating Climate-Resilient Transit-Oriented Inclusive and Vibrant Areas for Everyone (ACTIVE)”. This initiative supported by the Thailand-UK PACT (Partnering for Accelerated Climate Transitions) programme.

The **ACTIVE** project is designed to tackle key urban challenges in the Bangkok Metropolitan Area, focusing on climate resilience, sustainable urban mobility, and inclusivity. In promoting Transit-Oriented Development (TOD), the project integrates public transport, land use, and non-motorized transport (NMT) to reduce private vehicle dependence, enhance public transport accessibility, and promote inclusive development. The project will run from until November 2026.

This partnership reaffirms a shared commitment of project partners to creating climate-smart, people-centered urban spaces. By integrating climate resilience with transit-oriented development principles, the project will support Bangkok’s transition to a greener, more inclusive urban future.

Functional and Reporting Relationships:

The Project Manager will be based at the UN-Habitat Office located in Bangkok, Thailand. Under the overall guidance of the Chief, UN-Habitat MCO and Senior Human Settlements Officer for Thailand, the Project Manager will work closely with diverse teams from the country, regional, and headquarters of UN-Habitat in delivering assigned projects and will perform the following tasks:

Key Responsibilities:

Project Management

- Develop and define detailed projects scope, goals, and deliverables.
- Create a detailed project workplan outlining milestones, tasks, timelines, and responsibilities.
- Coordinate, and support the projects team in Bangkok and other respective offices, ensuring their roles and responsibilities are clearly defined and appropriately communicated through appropriate channels.
- Foster a collaborative environment and maintain effective communication across all team members and stakeholders.
- Contributes to the preparation and management of projects’ budget, ensuring resources are allocated efficiently against projects deliverables including projects startup, implementation and closure.
- Track projects expenditures and perform financial forecasting to ensure the projects stay within donor approved budgets.
- Ensure projects deadlines and milestones are met, adjust plans as required with guidance from SHSO to overcome challenges or delays that might affect projects implementation, quality, outputs, outcomes and impacts.
- Establish and uphold quality standards for projects deliverables, outputs, outcomes and impacts.



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- Identify and manage projects risks, constraints and other issues that might impact projects quality, timeline, outputs, outcomes and impacts and brief head of office for appropriate actions.
- Monitor progress and quality at every stage of the project's startup, implementation and closure according to Project Implementation Manual and ensure compliance in line with UN financial rules and regulations..
- Ensure proper documentation of decisions, progress, and outcomes of the projects.
- Ensure proper closure of the projects, including final reports, evaluations, and formal handover of deliverables to respective government partners, stakeholders or clients.

Stakeholders' management:

- Ensure the projects are aligned with stakeholders' requirements and expectations, as and when necessary and practical.
- Coordinate through head of office with line Ministries and government counterparts for facilitating necessary clearances and approvals.
- Communicate regularly with project stakeholders, ensuring they are informed of projects progress and developments.
- Seek donor and steering committee's approval through appropriate channels, as required, on any changes in the projects plan, delivery or timelines.
- Provide regular updates to management and if necessary to stakeholders, including progress reports, risk assessments, and performance metrics.

Communications and visibility:

- Ensure proper communications and visibility of the projects with the focus on promoting UN-Habitat mission, vision and mandates.

Quality assurance:

- Define clear objectives and standards, implement robust quality control and assurance processes, engage stakeholders, and continuously monitor and improve based on feedback and metrics.

Monitoring and Evaluation:

- Regular monitoring and reporting on all activities through IPMR and other business processes and also with partners and stakeholders to ensure high-quality services and output being delivered within the agreed timeframes.
- Supporting the mainstreaming of gender, environmental and social issues into the office initiatives and carrying out social and gender analyses across all project deliverables.
- Contributes to conducting end of the projects evaluations and communicating the lessons learned to staff and stakeholders.

Contribution to fostering partnerships.

- Partner mapping to identify and analyze potential partnership opportunities, sources, understanding their priorities and aligning them with the UN-Habitat mission, vision and mandate.



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- Contributes to the initiation of new ideas and concepts including new concept notes, proposals and budgets for the new projects.
- Contributes to coordination with respective government counterparts on obtaining necessary clearances.
- Any other tasks assigned by the supervisor that falls under the expertise of the candidate.

Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial, and human resources rules and regulations in work situations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organisational 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 & Organising:** Develops clear goals that are consistent with agreed strategies; 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.
- **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 their language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education

An advanced university (Masters) degree in urban planning, project management, sustainable



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development, engineering, and human settlement planning and background in advocacy and event management, or first-level Bachelor's degree with additional two (2) years of relevant and progressive experience in the fields may be accepted in lieu of the post-graduate qualifications or Advanced university degree (Master's degree or equivalent).

Experience

- A minimum of three (3) years of relevant and progressive work experience in international development, urban planning, or project management, preferably in the field of human settlements in the region. Work experiences with the UN, and general knowledge of UN rules and regulations, business processes (UMOJA, IPMR etc.) are desirable.
- Understanding of key national stakeholders and partners relevant to the area of sustainable urbanisation in the context of Asia and the Pacific region and ASEAN is an asset.
- Prior demonstrated experience in planning for and coordinating high-level meetings, multi-stakeholder forums, and partnership engagement especially in Southeast Asia, will be greatly valued.
- Work experience in either the United Nations, other international organisations, or ASEAN Secretariat, and general knowledge of UN rules and regulations are an advantage.

Language

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required. Knowledge of a Southeast Asian language is considered favourably.

Other

Familiarity and previous experience with project management tools and processes will be an added advantage.

Contract period, level of engagement and duty station

The initial engagement will be for three (8) months starting April 2025 and ending 31 December 2025, with the possibility of extension.

Remuneration

In compliance with UN-Habitat policy.



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HOW TO APPLY:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per the terms of reference above. The application must be accompanied by a completed UN Personal History Profile (PHP) or P11 (**MANDATORY**):

- **PHP – Online** : (1) Please create your profile in inspira.un.org, (2) Go to “My applications”, (3) “Create Draft Application”, (4) fill all required steps, (5) save the application and go back to “My applications”, (6) “Print the Admin Profile” and download it to be submitted via email. (*Your online PHP profile can be updated and used for future applications*)
OR

- **P11 – Offline**: Please download the form (MS-Word) from UN-Habitat ROAP website:
https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

The application should comprise of:

- UN Personal History Profile or P11 – without a detailed one of those forms, the application would be rejected.
- Recent Curriculum Vitae (CV)
- Motivation Letter

Please indicate the Post Title: “**BKK MCPO Project Manager**” in your email subject.

All applications should be submitted to:

UN-Habitat Bangkok Office

habitatbkk@un.org

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. Overall remuneration will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for application: Sunday, 6 April 2025