



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

24 September 2025

Vacancy Announcement

Title:	Junior Project Assistant (Bangladesh Nationals Only)
Level:	LICA-4
Location:	Dhaka, Bangladesh
Duration:	November 2025 to September 2026 (Full-time) with possibility of extension. (The first contract will be issued until 31 December 2025)
Vacancy announcement date:	24 September 2025
Vacancy closing date:	7 October 2025

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

Organizational Context:

The United Nations Human Settlements Programme (UN-Habitat) is the UN agency mandated by the General Assembly to promote socially and environmentally sustainable towns and cities, with the goal of providing adequate shelter for all. UN-Habitat leads efforts on sustainable urbanization, supporting the implementation of Sustainable Development Goal 11 (SDG 11: Sustainable Cities and Communities) and other urban- related SDGs, as well as the New Urban Agenda (NUA).

For over a decade, UN-Habitat through its established presence together with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) in Bangkok, Thailand, has served as an integral arm of the Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan.

In Bangladesh, UN-Habitat is partnering with UNEP and UNOPS under the RE-Think Buildings Programme: Transforming the Built Environment through Sustainable Materials, funded by the Government of Germany (BMZ). This programme supports Bangladesh, Ghana, and Senegal to implement National Climate Action Roadmaps for Buildings and Construction and to build capacity in sustainable building practices. In Bangladesh, under Activity 6, UN-Habitat will support to develop a Green Building Certification System. This involves compiling best practices from the region, developing technical guidelines for low-carbon and sustainable construction, validating them with stakeholders, and disseminating results nationally. In parallel, UN-Habitat is also collaborating with ESCAP under the project Confronting the Silent Crisis of Asia-Pacific's Sinking Cities, addressing land subsidence and related risks.

The Junior Project Assistant will play a critical role in supporting the implementation of the RE-Think Buildings Programme and UN-Habitat's collaboration with ESCAP on the "Confronting the Silent Crisis of Asia-Pacific's Sinking Cities.

Functional and Reporting Relationships:

The Junior Project Assistant will be based in Dhaka, Bangladesh working under the day-to-day guidance of the Project Associate (LICA-7) and overall supervision of the UN-Habitat Multi Country Programme office in Bangkok of Regional Office for Asia and the Pacific (ROAP) and HSO responsible for technical backstopping Bangladesh

Key Responsibilities:

The Junior Project Assistant will be responsible for collecting statistical data on project implementation which supports transparent management of project resources. The incumbent will also provide administrative, logistical and operational, procurement, and financial support on related project activities.

Specific duties include:

1. Administrative Support:

- Organize meetings, workshops, and conferences, including logistics, travel arrangements, and material preparations.
- Communicate, coordinate and facilitate relevant issues with Implementing Partners (IPs) and stakeholders and ensure timely actions on those related to UN-Habitat.
- Process and prepare documents, including travel requests, expense claims, visas, and vouchers.
- Manage correspondence: review incoming mail, draft responses, and prepare documentation for meetings or reports.
- Maintain electronic filing systems, ensuring accurate record-keeping and compliance with UN standards.

2. Logistical and Operational Support:

- Coordinate travel logistics, including booking, visa, and permit arrangements for staff or visitors.
- Support project implementation by handling logistics for project/programme supplies, including receipt, inspection, and inventory management.
- Assist in updating databases, websites, or information materials (e.g. presentations, brochures).

3. Financial Support:

- Draft the UNDP Financial Authorizations for the approval of regional office.
- Ensure submission of complete expense reports to UNDP against the Fax Authorisations and maintain an electronic copy of the documents for office record and audit purposes.
- Assist in preparing and monitoring budgets, ensuring compliance with UN financial rules.
- Track expenditures, process payments, mainly those related to IPs, manage petty cash, and prepare financial reports (e.g. monthly, quarterly, or annual progress reports).
- Maintain financial records for projects, ensuring proper documentation for audits and internal controls.
- Use Enterprise Resource Planning (ERP) systems, such as SAP/Umoja, for financial transactions and reporting.



4. Data and Reporting:

- Compile and analyze data for reports, presentations, or decision-making processes.
- Prepare visualizations (e.g. PowerPoint presentations, infographics) for project/programme updates and stakeholder communications.
- Monitor projects' progress against budgets and objectives, reporting discrepancies or issues.

5. Other Duties:

- Ensure compliance with UN policies on confidentiality, ethics, and workplace standards.
- Perform additional tasks assigned by supervisor to support program or office operations.

Qualifications and Experience

Education:

Bachelor's degree in architecture, urban planning, development studies, business management or related fields. High School Certification with three years of relevant experience may be accepted in lieu of the Bachelor's degree.

Experience:

Experience in organizing workshops and working with government or UN partners is desirable. Familiarity with UN procedures and financial systems is an advantage.

Languages:

Fluency in English and Bangla required.

Skills:

- Strong organizational and multitasking abilities.
- Good knowledge of MS Office (Excel, Word, PowerPoint).
- Ability to work with diverse partners and stakeholders.
- Attention to detail and ability to deliver to deadlines.

Competencies:

- **Professionalism:** Demonstrates competence in administrative and financial tasks, adheres to UN regulations, and maintains accuracy in document and financial management.
- **Planning and Organizing:** Prioritizes tasks, meets deadlines, and manages multiple responsibilities efficiently.
- **Client Orientation:** Provides high-quality support to internal and external clients, ensuring compliance with UN standards.

Special Notes

- **Recruitment Process:** Candidates may undergo assessments and competency-based interviews. Background checks, medical clearance, and reference verification are required.
- **Work Environment:** Staff may be required to travel as and when required.
- **No Fees:** UN-Habitat does not charge fees at any stage of the recruitment process and does not request bank account information for applicants.

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://police.un.org/en/p11-personal-history-form-english>

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: “**Application for the position of Junior Project Assistant.**” 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: 7 October 2025

Please note that applications submitted after the deadline will be disregarded.