UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
3rd Floor, HSMI/HUDCO House, Lodhi Road, New Delhi – 110 003, India
unhabitat.india@un.org | www.unhabitat.org.in

FOR A BETTER URBAN FUTURE

Vacancy Announcement
TERMS OF REFERENCE

Date of Publication: 09 November 2026

ORGANIZATION	**United Nations Human Settlements Programme (UN-Habitat)** UN Core Values: Integrity, Professionalism, Respect for Diversity
FUNCTIONAL TITLE	State Coordination Lead (Andhra Pradesh) - 1 position
DUTY STATION	Amaravati, Andhra Pradesh
START DATE DURATION	10 December 2026 - 9 December 2027. The initial contract will be issued until 31 December 2026, with the remaining period covered through a contract extension to be issued by the end of December 2026. The contract may be extended beyond 2027 based on satisfactory performance and continued availability of funds.
TYPE OF CONTRACT	UNOPS Local Individual Contractor's Agreement (LICA-9)

Background:

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable", as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Ecuador, Quito, 2016.

UN-Habitat, India country office is promoting knowledge, policy advice, technical assistance and collaborative action for transformative and tangible outcomes in India's diverse system of cities and human settlements. GoI-UNSDCF 2023-2027, UN Habitat Strategic Plan 2019-2023 and UN Habitat India Country Strategy 2023-2027 are the guiding instruments in conceptualizing and implementing country level programmes and partnerships.

UN-Habitat India's current portfolio is oriented on the following domains of change: (i) Reduced spatial inequality and poverty in communities across the urban - rural continuum; (ii) Enhanced shared prosperity of cities and regions; and (iii) Strengthened climate action and improved urban environment. The programme portfolio encompasses climate-resilient sustainable planning and financing, zero-waste MSW management and circular economy of

waste, gender and youth mainstreaming in project programming, and SDG localization among others.

Duties and responsibilities:

The incumbent will work under the overall guidance and direct supervision of the Country Programme Manager, UN-Habitat India, to implement the ongoing collaboration between UN-Habitat and the Government of Andhra Pradesh, and will be responsible to undertake the following activities in the state of Andhra Pradesh:

Representation of the Organization

- Coordinate the state level activities of UN-Habitat with Government of Andhra Pradesh. This will include representation of UN-Habitat Country Manager at various state-level meetings, liaison with key officials, and state-level coordination of all collaborative activities.
- Provide technical expertise in spatial planning, environmental and regional planning, developing governance and implementation strategies and make recommendations to government counterparts where relevant.
- Coordinate various communities of practice, and state participation in global events supported under UN-Habitat's state engagement.
- Serve as a focal point for coordination of activities such as workshops, events, and official meetings including the preparation of the agenda, identifying participants, and other required documents.
- Carry out various technical tasks for development of capacity building modules, knowledge products, planning frameworks and capacity building activities
- Provide strategic oversight for timely execution of all activities and monitoring of progress, including timely reporting to the UN-Habitat Delhi Office.
- Participate as a knowledge expert on various forums and support the showcasing of collaborative activities on various platforms.
- Oversee the preparation of various reports and publications related to the activities of UN-Habitat in the state.
- Undertake project management through regular tracking and analysis of data related to the collaborative activities.
- Performs other related duties as required.

Qualifications:

Education: An advanced university degree **(Master's degree or equivalent)** in architecture, civil engineering, urban and regional planning, environmental sciences, economics or physical sciences relevant to development and management of human settlements is required.

Work Experience: A minimum of 3 **years of progressive experience** in human settlements projects and programmes at national level and similar experience at the international level would be preferred. Proven experience in human settlements development fields, projects/ programme design and implementation with the UN or other international agencies is desirable.

Competencies: Strong programme coordination, government engagement, analytical, conceptualization, reporting skills required. Should have advanced writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders. The ability to use the latest software such as ArcGIS, Excel, Stata, SPSS and similar others for analysis will be an added advantage.

Professionalism: Sound analytical and problem-solving skills. Knowledge and interest in urban planning and sustainable development debate and approaches and keeping abreast of professional field of expertise.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Capacity of undertaking initiative to ensure smooth relations and open communication within the team and with partners.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills in English and demonstrated ability to explain concepts and approaches in the field of expertise, as well as UN policies and procedures.

Client orientation: Professional and courteous attitude and demonstrated ability to work closely with government departments and senior government officials. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

Global Mandates and Frameworks Knowledge: Knowledge of Sustainable Development Goals, Paris Climate Agreement of 2015, New Urban Agenda, 2030 Agenda and other pertinent global mandates, their status and application.

Language: For this post fluency in English (both oral and written) is required.

Reporting Arrangements: The State Coordination Lead shall report to the Country Programme Manager, UN-Habitat India.

How to Apply:

Interested and qualified candidates are invited to indicate their immediate availability for the assignment as outlined in the Terms of Reference above. Applications must include a completed UN Personal History Profile (PHP) or P11 form (mandatory).

PHP (Online): Candidates may complete the UN Personal History Profile (PHP) online through Inspira (inspira.un.org) by creating a draft application and completing all required sections. Once completed, please download and print the PHP from the **"My Applications"** page and submit it together with your application **via email**. The online profile may be updated and reused for future UN 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

Applications should be submitted by email to UN-Habitat India Office at: rinky.haldar@un.org

Applications received after the closing date specified below will not be considered. Only candidates who are shortlisted based on the above criteria will be contacted for an interview. The remuneration package will be determined in accordance with the qualifications, competencies, and relevant experience of the selected candidate. UN-Habitat is committed to promoting gender equality and particularly welcomes applications from qualified women candidates.

Deadline for application: **22 November 2026**