UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific (ROAP) - Fukuoka
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UN-HABITAT

FOR A BETTER URBAN FUTURE

6 November 2026

# Terms of Reference

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|---|---|
| **ORGANIZATIONAL LOCATION:** | **UN-Habitat** |
| **DUTY STATION:** | **Bangkok, Thailand** |
| **FUNCTIONAL TITLE:** | **Assistant Project Officer** |
| **DURATION:** | **As soon as possible - 31 December 2026**<br>**With possible extension** |
| **CONTRACT MODALITY:** | **UNOPS IICA** |
| **VACANCY ANNOUNCEMENT:** | **6 November 2026** |
| **VACANCY CLOSING DATE:** | **12 November 2026** |

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

## Organizational 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 adopted in September 2015 as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

Founded in 1967, the Association of Southeast Asian Nations, ASEAN, was established with the signing of the ASEAN Declaration, aiming to promote collaboration and cooperation among Member States, as well as, to advance the interests of the region as-a-whole. Today, there are currently 10 Member States: Indonesia, Malaysia, Philippines, Singapore, Thailand, Brunei, Laos, Myanmar, Cambodia and Vietnam, forging ahead together towards the achievement of ASEAN Community Vision 2025.

Since 2008, UN-Habitat and the ASEAN Secretariat have engaged in a variety of UN and ASEAN Secretariat engagements. Most notably, UN-Habitat has been developing a new generation of sub-regional programmes which target all or selected ASEAN countries, especially in the area of cities and climate change. Meanwhile, the Bangkok Programme Office of UN-Habitat is increasingly engaged in knowledge programmes with fellow UN agencies, on issues of migration, health, resilience and urban data in support of the 2030 Agenda for Sustainable Development and implementation of the New Urban Agenda.

## About the Project:

Since 2020 UN-Habitat has established a strategic partnership with the ASEAN Secretariat to advance sustainable urbanisation across the ASEAN Member States. As a key first phase of this collaboration, the

project 'Accelerating the Implementation of the ASEAN Sustainable Urbanisation Strategy' (known following as 'ASUS Project – Phase I') was implemented from 2020 to 2022, combining technical support at the local-level to eight pilot cities in ASEAN and knowledge management and advocacy initiatives at the regional level, including delivery of the ASEAN Sustainable Urbanisation Forum and the ASEAN Sustainable Urbanisation Report. The project contributed to increasing ASEAN Sustainable Urbanisation Strategy (ASUS) understanding and application in cities, and bridge ASEAN cities' experiences to regional and global levels. The ASUS Project – Phase I was conceived as a first step to support the achievement of the expected ASUS goals by 2025.

This ASUS Project – Phase II builds on the accomplishments of its previous phase and aims to scale-up and improve the approaches and initiatives adopted, to:

- Deliver strengthened technical support and advice to ASEAN cities, including existing pilot cities and a new group of cities;
- Further build capacity within cities to develop viable project proposals within an ASUS framework;
- Strengthen the engagement of national governments and stakeholders in the adoption of ASUS and to support cities efforts in the definition and implementation of urban project and plans, in line with ASUS;
- Facilitate regional advocacy and research that enhance knowledge management and production to support a broader adoption of ASUS across the region.

The key components of this proposal and the ASUS Project – Phase II are: (i) Technical and Strategic Support to Cities and (ii) National and regional Advocacy, Knowledge Management, and Capacity Building. The main project targets are ASEAN local governments and stakeholders, especially secondary and intermediary cities, which have been identified by ASUS as the main actors of current and future urban development across ASEAN. All proposed project components and related outputs aim to strengthen local capacities, whilst complementing technical support for regional advocacy, knowledge management, and capacity building.

## Functional and Reporting Relationships:

The individual will be based at the UN-Habitat Programme Office located in Bangkok, Thailand. Under overall guidance of the UN-Habitat Regional Office Representative and supervision of the Chief, UN-Habitat Bangkok Program Office and the Programme Manager, the individual will work closely with the team, under the coordination of the Urban Development Expert and Knowledge Management Coordinator, and with officials from country, regional, and headquarter offices of UN-Habitat.

## Responsibilities and Expected Outputs:

The Urban Research Assistant will support regional project output and reporting. The regular tasks include:

### *Project Reporting*

- Support the collection and analysis of project data and material to monitor progress and identify challenges and good practices;
- Support the Programme Manager in reporting preparation for the donor, partners and government counterparts;

- Support the coordination of document preparation, compilation and dissemination to meeting participants and key stakeholders including national, local authorities and relevant stakeholders;
- Support the development of Knowledge Management Products as needed by the project.;
- Support the participation of the selected cities in virtual and in-person meetings and events nationally and internationally;
- Support the data collection and conception of contents, tables, figures, and maps to support the project outputs;
- Deliver presentations and briefs on relevant project components to ASEAN and other stakeholders upon request.

***Advocacy and communications***

- Support the implementation of the media, advocacy, and communications plan with the support of a dedicated Event & Communications Officer, as well as, relevant vendors as deemed suitable;
- Assist the Chief of the Bangkok Programme Office, Regional Representative ad team in delivering presentations to ASEAN or related partners ;
- Facilitate the production of visual content and materials;
- Support the mainstreaming of gender, environmental and social issues into the project activities and carrying out social and gender analyses across all project deliverables;

## 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 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 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.

## Expected Deliverables:

With reference to the tasks captured in the scope of work in the previous section, the **Urban Research Assistant** will be required to complete and provide the following deliverables as part of the contract:

| Deliverables | Deadline | Payment |
|---|---|---|
| **Deliverable 1 – Support the development of knowledge management products and project's report for the Bangkok Multi-Country Programme office.** | 15 December 2026 | 100% |
| **Total** | | 100% |

All the information gathered, communication, resources and materials along with documents developed will be assets of UN-Habitat.

## Qualifications

**Education**

An Advanced university degree (Master's degree) in urban and/or regional planning, architecture, urban economy, sustainable or international development, sustainable urbanisation or other fields relevant to this post from reputed universities, or Bachelor's degree with additional two years relevant and progressive experience in the fields may be accepted in lieu of the post-graduate or Advanced university degree (Master's degree or equivalent).

**Experience**

A minimum of two years progressive and relevant work experience in international development, urban development preferably in the field of human settlements in the region. Previous experience in supporting global and regional programmes and partnerships development is added advantage. Work experience with the UN-Habitat, and general knowledge of UN rules and regulations are desirable.

**Language**

For this position, fluency in oral and written English is required. Knowledge of another official United Nations language will be considered an advantage.

## Contract period, level of engagement and duty station

The initial contract will start as of as soon as possible – 31 December 2026. The post is based in Bangkok, Thailand.

## 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://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 Assistant Project Officer**" 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: **Thursday,12 November 2026**

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