

VACANCY ANNOUNCEMENT

Issued on: 16 Jul 2026

ORGANIZATIONAL LOCATION:	UN-Habitat Azerbaijan Country Office
DUTY STATION:	Baku, Azerbaijan
FUNCTIONAL TITLE:	National Project Implementation Specialist (Grade: LICA-6)
DURATION:	12 months with possibility of extension
CLOSING DATE:	15 August 2026

BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is supporting the Government of the Republic of Azerbaijan in the implementation of the Adaptation Fund project "Building Climate Resilient Cities and Communities in the Republic of Azerbaijan". The project, implemented in partnership with the United Nations Environment Programme (UNEP); and International Organization for Migration (IOM), aims to enhance climate change adaptation and resilience of local communities in Azerbaijan while strengthening the capacities, knowledge and partnerships required for long-term climate action in urban and territorial contexts.

The project is structured around three components: (i) technical and institutional capacity at national and local levels for long-term planning, response and financing of climate action; (ii) implementation and maintenance of climate adaptation initiatives; and (iii) upscaling of climate change adaptation solutions to communities throughout Azerbaijan.

UN-Habitat seeks to engage a National Project Implementation Specialist to undertake hands-on implementation follow-up, coordination, stakeholder liaison, operational facilitation, documentation and project visibility activities during the start-up and implementation of the project. The assignment is intended to advance tangible progress on the ground while ensuring close alignment with UN-Habitat rules, project governance arrangements and Adaptation Fund reporting requirements. The position will initially be for a period of one year, with the possibility of extension subject to satisfactory performance and availability of funding.

RESPONSIBILITIES

Under the overall guidance of the Head of Country Programme and the direct supervision of the Programme Manager, the National Project Implementation Specialist will coordinate day-to-day project activities and implementation follow-up for the Adaptation Fund project in Azerbaijan. The incumbent will facilitate timely liaison with relevant counterparts and partners, track activities and agreed actions, and undertake practical follow-up to advance project delivery, including the following duties:

- Maintain and drive project planning, coordination and implementation follow-up by maintaining workplans, activity trackers, implementation schedules and follow-up matrices, and by monitoring progress against agreed timelines and priorities.
- Coordinate day-to-day engagement with national and local government counterparts, project partners, collaborating UN agencies, development partners and other stakeholders to facilitate communication, information exchange and implementation follow-up.
- Facilitate project activities and events, including consultations, workshops, technical meetings, missions of experts, field visits and stakeholder engagements, ensuring that logistical and operational arrangements are conducted in a timely manner.
- Monitor implementation progress, identify emerging risks, delays or bottlenecks, follow up on agreed actions with responsible parties, propose practical corrective measures and escalate issues requiring management attention.
- Prepare and maintain project documentation, including activity concepts, mission plans, meeting agendas, minutes, briefing notes, correspondence, presentations and other implementation-related materials.

- Support procurement, contracting and consultant follow-up by coordinating inputs, tracking deliverables and deadlines, liaising with relevant administrative and operational colleagues, and maintaining organized project records and filing systems.
- Consolidate project monitoring and reporting by collecting activity implementation data, tracking outputs and milestones, maintaining project records, and preparing inputs for progress reports, donor reporting and other reporting requirements.
- Document project achievements and lessons learned; prepare event records and summaries; maintain contact lists and stakeholder records; and organize photographs and other project documentation.
- Contribute content for web, social media and donor visibility products in coordination with partners, the United Nations Resident Coordinator's Office and UN-Habitat communications focal points.
- Perform other related duties as requested by the Head of Country Programme and the Programme Manager.

COMPETENCIES (maximum of five)

- **Professionalism**: Demonstrates knowledge of project implementation, stakeholder coordination and development operations; shows ability to follow through on agreed actions and deliver practical results.
- **Planning and organizing**: Develops clear workplans, prioritizes tasks, monitors progress and adjusts actions to meet deadlines.
- **Communication**: Writes clearly and concisely in English; communicates effectively with counterparts and colleagues; prepares accurate minutes, briefs and updates.
- **Teamwork**: Works collaboratively within established reporting lines and maintains constructive working relationships with colleagues, partners and counterparts.
- **Accountability**: Takes ownership of assigned tasks, exercises sound judgement, respects confidentiality and seeks timely guidance on sensitive, strategic, financial or contractual matters.

EDUCATION

A first-level university degree in urban development, civil engineering, environmental management, climate change, public administration, project management or a related field is required.

WORK EXPERIENCE

A minimum of five (5) years of progressively responsible experience in project implementation, coordination, stakeholder engagement, programme operations, or a related area is required.

Experience working with government institutions, UN agencies, international organizations or donor-funded development projects is required.

Demonstrated familiarity with results-based management, project monitoring frameworks and donor-funded project implementation.

Demonstrated ability to coordinate day-to-day implementation, track agreed actions, follow up with counterparts, identify bottlenecks, propose practical solutions and facilitate the timely delivery of project activities is required.

Experience in climate change, urban development, environment, infrastructure, local governance or resilience-related projects would be an advantage.

LANGUAGE SKILLS

Fluency in written and spoken English and Azerbaijani is required. Knowledge of Russian or another language relevant to the project context would be an advantage.

OTHER SKILLS

- Good understanding of project implementation, stakeholder coordination, event organization and operational follow-up.
- Strong interpersonal and communication skills, with the ability to engage effectively with government counterparts, development partners, local stakeholders and United Nations agencies.
- Excellent drafting and documentation skills, including preparation of reports, briefs, progress updates and professional correspondence.
- Excellent organisational skills and attention to detail, with the ability to proactively manage multiple workstreams and priorities simultaneously and deliver under tight timelines
- Strong problem-solving skills and the ability to identify implementation challenges, propose practical solutions and follow through on agreed actions.
- Computer literacy, including proficiency in Microsoft Office applications and collaborative online tools.
- Familiarity with artificial intelligence (AI) applications and the ability to use AI-enabled tools responsibly and effectively to enhance research, drafting, information management, reporting and project delivery.
- Familiarity with climate change adaptation, environmental management, sustainable urban development, disaster risk reduction or related fields would be an asset.
- Ability and willingness to travel within Azerbaijan as required

REMUNERATION

The incumbent will receive monthly remuneration commensurate with the functions of the position and the candidate's relevant qualifications and experience, in accordance with the applicable contractual modality and available project resources. Payments will be made monthly, subject to satisfactory performance and certification of services, in accordance with the terms and conditions of the contract.

Applications should include:

- Cover letter (maximum 1 page)
- Summary CV (maximum 2 pages), indicating educational background, professional experience, other relevant experience and expertise.

All applications should be submitted to:
Mr Runze Wang, Programme Manager
UN-Habitat Azerbaijan Country Programme
Email: runze.wang@un.org
Deadline for applications: 15 August 2026

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting payment of a fee, please contact: recruitment@unon.org