

## Vacancy Announcement (VA) No 2017-019

<b>I. POSITION INFORMATION</b>	
Post Title:	Database Cum Admin Finance assistant
Duty Station:	Field – North of Sri Lanka
Type of Contract:	ICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	01
Contract Duration:	08 months with possibility of extension
Date of Advertisement:	12 <sup>th</sup> April 2017
Date of Closing:	26 <sup>th</sup> April 2017

Background & Assignment
<p style="text-align: center;"><b>1. ORGANISATIONAL CONTEXT</b></p> <p>The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency responsible for human settlements, mandated to promote socially and environmentally sustainable towns and cities, with the goal of providing adequate shelter for all; within the overall objective of the United Nations to reduce poverty and promote sustainable development. The details of the Habitat Agenda, Global Programmes and the Mandate are available in the global web site at <a href="http://www.unhabitat.org">www.unhabitat.org</a> and the Sri Lankan web site at <a href="http://www.unhabitat.lk">www.unhabitat.lk</a>.</p> <p>UN-Habitat operations in Asia include activities in Afghanistan, Bangladesh, Indonesia, Iran, Myanmar, Nepal, Pakistan, Philippines and Sri Lanka, under supervision of the Regional Office for Asia and Pacific in Fukuoka Japan.</p> <p>Since its inception in 1978, UN-Habitat has been closely working with the Government of Sri Lanka and implemented projects and programmes under the themes of, (a) Environment and climate change; (b) Post-disaster recovery and reconstruction; (c) Land and housing; (e) Disaster Risk Management; (f) Urban planning and governance; (g) Pro-poor settlement upgrading; (h) Water and sanitation; (i) Community infrastructure; and (j) Social inclusion.</p> <p>UN- Habitat In collaboration with UNDP and UNICEF will implement the project titled, “Catalytic Support to Peacebuilding in Sri Lanka”. In the Northern Province UN- Habitat will collaborate with the Survey Department, Land Commissioner’s Department, The “Bim Saviya” Secretariat, and the Registrar General’s Office to improve access to land tenure for 20,000 conflict affected households.</p>
<p style="text-align: center;"><b>2. FUNCTIONS/KEY RESULTS EXPECTED</b></p> <p>Under the general supervision of the Programme Management Officer (PMO) and day to day supervision of Project Coordinator, the Database cum Admin Finance assistant will have the</p>

responsibility of ensuring proper internal control system in place at all aspects for field operations in line with UN financial rules and requirements.

Day to day tasks:

- Establishment and maintenance of electronic filing system for field office.
- Assist to establish and maintain beneficiary databases at the Northern Province Survey Department and Land Commissioner's Department.
- Build capacities of partner staff to develop and maintain database.
- Coordinate with IT staff in Colombo to provide beneficiary details for reporting.
- Maintaining petty cash.
- Logistical support to trainings.
- Provision of material and services within authorized petty cash limit.
- Maintaining attendance record of field personnel.
- Maintaining leave balances and timely reporting to Colombo..
- Maintaining proper record of stocks in the field office.
- Maintaining proper record of assets and provision of monthly report to Colombo.
- Timely maintenance of machinery including vehicles and ICT equipment.
- Any other task given by supervisors.

## **QUALIFICATIONS**

### **Education:**

Certificate/ diploma in accounting/finance/ business administration/GIS or any other related field.

### **Work Experience:**

Relevant working experience including experience in administration, finance, logistics, IT and or related work in an international organization. Years of Experience for Certificate/Diploma holder 3 years of work experience and for high school graduate 4 years of work experience.

### **Language:**

English and French are the working languages for the UN Secretariat. Fluency in English and national languages of the duty station required.

### **Other skills:**

Ability to work under pressure against deadlines and to work efficiently in a multi-national team. Good interpersonal skills and cross-cultural awareness. Ability to work with minimum supervision, with efficiency, competence, and integrity. Computer literacy in MS Word and Excel is essential.

### **Remuneration**

In compliance with UNOPS/UN-Habitat Policy.

**How to Apply:**

Sri Lankan Nationals meeting the essential requirements of the position are invited to apply by submitting the following documents to [employment@unhabitat.lk](mailto:employment@unhabitat.lk)

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2017-019).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in <http://www.unon.org/docs/P11.doc>
- And finally your email's subject should be Application for the Post of Database Cum Admin Finance assistant VA No 2017-019.

Failure to comply with the above requirements will result in rejection of the application.

***Due to the large number of applications expected, only short-listed candidates will be contacted.***

***The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).***