

Vacancy Announcement - VA-No-2017-022

POSITION INFORMATION	
Post Title:	Data Entry Operator
Duty Station:	Colombo, Sri Lanka.
Type of Contract:	LICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	Two
Contract Duration:	May 2017 (Short term assignment)
Date of Advertisement:	23 rd April 2017
Date of Closing:	05 th May 2017

BACKGROUND AND ASSIGNMENT
<p><u>1. ORGANISATIONAL CONTEXT</u></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 Programme and the Mandate are available in the global web site at www.unhabitat.org and the Sri Lankan web site at www.unhabitat.lk.</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 Programme 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><u>2. THE PROJECT</u></p> <p>UN-Habitat is in this context undertaking to survey and develop a resettlement plan for those to be displaced by urban development. The Ministry of Transport and Civil Aviation (MoT & CA), together with the Sri Lanka Railway (SLR), intends to improve the Kelani Valley Railway line in order to cater to the highly populated town centres and emerging town centres east of Colombo and to facilitate traffic movement of the Greater Colombo Transport Development project area. The Kelani Valley line stretches 60km from Maradana to Avissawela. The first stage to be rehabilitated is from Maradana to Homagama, a distance of approximately 25 km.</p>

Families occupying land required for the expansion of the railway line must be resettled. In this context, a socio-economic survey and a Resettlement Plan based on the survey developed together with the affected households is a necessary step. A team of experts will carry out this task in a comprehensive and participatory manner.

Another project, the *State of the Sri Lankan Cities* Report is one where UN-Habitat together with government, non-governmental and funding partners, is planning on the development and publishing of a together with the collection and collation of information, the development of composite maps and databases, and building capacity of the LA's to use this data, as UN-Habitat believes that as cities grow it's vital that policy makers and city leaders have access to reliable and verifiable information in terms of urban indicators to support decision-making. This project too will engage internal and external experts, both national and international to carry out this task.

2. FUNCTIONS /KEY RESULTS EXPECTED

The Data Entry Operator will work under the direct supervision of the Expert – Urban settlement and overall supervision of the Project Manager - Urban.

Specific Tasks:

- Ensure that the survey forms are filled with accurate information and meets the standard required.
- Enter the survey sheet accurately and prepare the comprehensive data base for decision making.
- Ensure that the Survey information database and other IT related resources are maintained and operating smoothly.
- Ensure the Survey information is updated and represented in the database and data consistency is maintained.
- Maintain proper logs and registers of survey forms updated.
- Assist the Project Manager by way of producing statistical information with regard to Survey Data, Statistics, projections and other related information.
- Make regular backups of the information in order to ensure the security and safety of the data.
- Support the project team in production of necessary output reports, in timely manner.
- Support to knowledge building and knowledge sharing through the Information sharing.
- Maintain Survey records, file inventory, maintain consistency and ensure that data and information is updated regularly and meets the standards set by the organization.
- Perform the other tasks deemed appropriate and necessary by the Project Manager.

QUALIFICATIONS

Educational and Professional Qualifications

Advance school Education in relevant field with diploma level certificates.

Work Experience:

Experience as a data entry operator, Proficiency in data entry, Strong knowledge in working with MS Office applications and other office application software.

Experience within the UN system and familiarity with UN rules, regulations and procedures related to field level project implementation are advantageous.

Required Years of Work Experience

Minimum of 3 years' relevant experience.

Language

English and French are the working languages for the UN Secretariat. Fluency in English and at least one national language is 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 is essential. In addition.

Remuneration

In compliance with UNOPS/UN-Habitat Policy the contract holder may receive the salary depend on her/his qualifications and experiences.

In addition to this you will be covered under Allianz International Medical/Death & Disability insurance effective starting date of your contract.

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

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. **VA-No-2017-022**).
- 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 Data Entry Operator VA - No-2017-022.

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).