

Vacancy Announcement - VA-No-2017-023

POSITION INFORMATION	
Post Title:	Project Assistant
Duty Station:	Colombo, Sri Lanka.
Type of Contract:	LICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One
Contract Duration:	Eight Months with possibility of extension
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 in Sri Lanka is focused on supporting governments in the formulation of policies and strategies to both create and strengthen a self-reliant management capacity at both national and local levels with the assessment of human settlement development constraints and opportunities, the identification and analysis of policy options, the mobilization of national resources and support for improving human settlements.</p> <p>As UN-Habitat is the United Nations Programme working towards a better urban future, it is engaged in some projects focused on the urban sector.</p>

One of these is the 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. Families occupying land required for the expansion of the railway line will be affected. In this context, the Ministry of Transport and Civil Aviation has requested UN-Habitat to carry out a socio-economic survey and develop a Resettlement Plan that is developed together with the affected households. 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.

3. FUNCTIONS /KEY RESULTS EXPECTED

Under the direct supervision of Project Manager (Urban), the Project Assistant (PA) will provide support to the project teams (both Socio-economic survey for KV Line and State of Sri Lankan Cities) as outlined below:

Project Support

- Formatting and updating project briefs and project documents
- Keeping track of project concepts ,briefs ,proposals documents and revisions
- Assisting in project monitoring and evaluation
- Preparing drafting and maintaining project reports, including project data bases on planned and
- Prepare presentations ,using PowerPoint or other presentation techniques
- Organizing field trips/ mission /and supporting workshops and training Programme

Administrative Support

- Handling administrative tasks on the operational aspects of the project;
- Drafting typing and transmitting correspondence (emails ,letters ,fax messages) including routine communiqués, reminders acknowledgements, replies to queries, request for documentation /information;
- Arranging appointments and field travel.
- Managing information and records including those related to travel arrangements, supply requisitions and leave forms.
- Maintaining filing and retrieval systems and computer files such as electronic files of emails and portfolios.

- Ensuring the smooth flow of information to country Programme Manager, Regional office at Fukuoka.
- Initiate payment requests and maintain records.
- Sharing responsibilities for copying, collating and distributing documents as and when required.
- Facilitate to liaise with Government, NGOs and stake holders in matters related to project implementation through the project manager.
- Performing any other tasks deemed appropriate and requested by the National Project Manager.

QUALIFICATIONS

Educational and Professional Qualifications

The candidate should have Minimum of the secondary education. A Bachelor degree in relevant field will be advantageous.

Work Experience:

At least 4 years' experience in assisting project implementation or in a similar with the public sector, local governments, nongovernmental sector or international organizations. Applicants should have a strong commitment to the participatory development process, transfer of knowledge, willingness to work in a team and possess excellent coordination and communication skills.

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 below university degree 4 years of work experience 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-2017-023**).
- 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 Project Assistant VA - No-2017-023.

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).