

Vacancy Announcement (VA) No 2018 – 004

POSITION INFORMATION	
Post Title:	Database Analyst
Duty Station:	Colombo
Type of Contract:	LICA (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1 position
Contract Duration:	March 2018 – August 2018
Date of Advertisement:	5 th February 2018
Date of Closing:	19 th February 2018

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 Programmes 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 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>The United Nations Human Settlements Programme (UN-Habitat), is the United Nations agency responsible for sustainable urbanization and safer human settlements that contributes to the overall objective of the United Nations to reduce poverty and promote sustainable development.</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,</p>

the identification and analysis of policy options, the mobilization of national resources and support for improving human settlements.

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.

To work towards resolving this situation, UN-Habitat together with government, non-governmental and funding partner, is planning on the development and publishing of a *State of the Sri Lankan Cities* Report 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, which will help mitigate the above scenario and enable better planning and encourage investment towards a better urban future for the country.

Through the ongoing project, UN-Habitat hopes to improve information and its analysis of the provincial capitals as the first step in promoting informed and evidenced-based policy and integrated city planning, and private and public sector investment. This will be carried out in partnership with relevant governmental Ministries and institutions such as the Ministry of Megapolis and Western Development (MoMWD); Ministry of Provincial Councils and Local Government (MoPCLG); the Sri Lanka Institute of Local Governance (SLILG); etc. Other agencies working in this sector are also engaged.

This report and information database would be an essential step towards this process, and could be positioned as the baseline report for the Sustainable Development Goals, primarily towards Goal 11 of building inclusive, safe and sustainable cities and human settlements.

Aspects to be covered in the report, which will translate to chapters in the publication are tentatively: Demography of Sri Lankan Cities; Urban Settlements; Economy of Sri Lankan Cities; Infrastructure and Transport; Environment and Aesthetic Quality; Urban Governance.

2. FUNCTIONS /KEY RESULTS EXPECTED

Under the overall supervision of the Coordinator of the State of Sri Lankan Cities project, UN-Habitat, the Database Assistant will work at the office. S/he will support the project team to manage the development of the database, working with developers and ensuring a working database is in place for the "The State of Sri Lankan Cities".

He/she will:

- *Develop and implement databases, data collection systems data analytics and other strategies that optimize statistical efficiency and quality of data*
- *Have a good understanding of Data Sets and Data Analysis and he/she should have experience in handling large volumes of data*
- *Ability to combine data from multiple sources and validate the accuracy*
- *Ability to generate algorithms to combine data from different sources in order to meet specific project needs.*
- *Identify data gaps, analyze, and interpret trends or patterns in complex data sets*
- *Interpret data, analyze results using statistical techniques and provide ongoing reports*

- *Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems*
- *Work with Management and partner organizations to identify specific project information needs and recommend methods to implement*
- *Ability work with an external database developers to implement an online Database for State of Sri Lankan Cities*

Final outcomes:

- Online Database for Sri Lankan cities
- Create a plat form for updating of information in the database
- Training module on its use.

Duration for the Assignment: March 2018 to August 2018

QUALIFICATIONS

Education

Degree in Mathematics, Computer Science and good statistical analysis skill.

Work Experience:

Experience in a similar capacity and good understanding of Knowledge Management Practices. Good written and verbal communication skills is a requirement.

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

At least 3-5 years work experience

Language

Fluency in English and national language (Sinhala/Tamil) of the duty station required.

Other skills

Computer literacy in GIS, MS Word and Excel is essential. 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.

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

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2018-004).
- 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: Spatial/ Digitizing Assistants VA No 2018–004)

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).