

Vacancy Announcement (VA) No 2018-018

POSITION INFORMATION

Post Title:	Project Assistant
Duty Station:	Colombo and Northern province of Sri Lanka
Type of Contract:	LICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	Two (02 nos)
Contract Duration:	One year with possibility of extension
Date of Advertisement:	09 th October 2018
Date of Closing:	19 th October 2018

BACKGROUND AND ASSIGNMENT

1. ORGANISATIONAL CONTEXT

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.

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.

Since its inception in 1978, UN-Habitat has been closely working with the Government of Sri Lanka and implemented programmes including local development plans with DRR components, rebuilding housings and community infrastructure in tsunami and conflict affected areas and the plantation sector and school construction.

UN Habitat operates in several provinces of Sri Lanka, namely; Northern, Eastern, Central and Uva provinces in conducting several medium to large scale housing and infrastructure projects involving civil construction through community participatory process. This vacancy announcement aims to invite persons with specified qualifications, skills and experience to join UN Habitat team to operate these projects.

UN-Habitat firmly believes that professional & highly competent staff are integral to the successful implementation of its' programmes.

2. FUNCTIONS/KEY RESULTS EXPECTED

Under the direct supervision of Project Manager or Deputy Project Manager , the Project Assistant (PA) will undertake the following tasks

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
- Attending meetings with Project Manager at relevant ministries and non-government agencies and preparing meeting minutes
- Coordinating with relevant ministries and non-government agencies for collecting and submitting relevant project documents
- Preparing drafting and maintaining project reports, including project data bases on planned
- Prepare presentations ,using PowerPoint or other presentation techniques
- Organizing field trips/ mission /and supporting workshops and training Programme
- Ensure the smooth flow of information within the office and between the Colombo offices.
- Share responsibilities for copying, collating and distributing documents as and when required.

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.

Undertake any other duties that may be assigned by the Project Manager or Deputy Project Manager or Engineer

QUALIFICATIONS

Education

Minimum of secondary education. A Bachelor's degree or Diploma in Social Science or equivalent 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

For Bachelor degree holder 2 years of work experience and below university degree 5 years of work experience.

Language

English and French are the working languages for the UN Secretariat. Working knowledge in English and fluency in national language of the duty station required.

Other skills

Experience in supporting of Implementation of UN projects in Sri Lanka. Preferably familiar with UN rules, regulations and procedures related to country level project implementation. 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. Trilingual competency will be advantageous.

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 2018-018).
- 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 2018-018)

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).