

**Vacancy Announcement – Database Operator – VA-NO-2018-019**

<b>I. Position Information</b>	
Job Code Title:	Database Operator
No of positions:	Two (03 Nos)
Supervisor:	Deputy Project Manager
Duty Stations:	Northern province of Sri Lanka
Duration:	12 months with possible extension
Date of Advertisement:	10th October 2018
Date of Closing:	22nd October 2018
Salary Scale:	In compliance with UN rules & regulations

<b>II. UN-Habitat</b>
<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 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.</p> <p>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.</p> <p>UN-Habitat firmly believes that professional &amp; highly competent staff are integral to the successful implementation of its' programmes.</p>

<b>III. Description of Duties</b>
<p>Working with at the District Field Office under the supervision of the Deputy Project Manager and guided by the Database Administrator, the Database Operator (DBO) will ensure the project beneficiary and financial disbursement information and the database is maintained in a professional manner. DBO will ensure the day to day smooth operations of the database and other IT resources at field offices, and</p>

also ensure backing-up and securing the information contained therein. In particular, the DBO will undertake the following tasks:

- Ensure that the online beneficiary information database and other IT related resources are maintained and operating smoothly
- Ensure the payment information and disbursements are updated and represented in the database and data consistency is maintained.
- Maintain proper logs and registers of beneficiary payment requests sent to Colombo Project office.
- Assist the Deputy Project Manager by way of producing statistical information with regard to payment, progress, projections and other related information.
- Maintain physical and computer based information in the Field office.
- 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 and document management system.
- Maintain beneficiary records, file inventory, maintain consistency and ensure that data and information is updated regularly and meets the standards set by the organization.
- Provide required IT support and training to users within the District office and ensure that the all equipment and software are maintained as per the required standard specified by the IT division at the National Project Office (NPO).
- Travel to other the district offices when required to attend to Database and IT related matters.

#### IV. Requirements / Qualifications

<b>Education:</b>	Minimum of secondary education. Certificate and Bachelor's degree or equivalent in relevant field will be advantageous..
<b>Experience:</b>	For Certificate/Diploma holder 3 years of work experience and for high school graduate 4 years of work experience Working experience in web and database solutions or in a similar capacity with the public sector, local governments, nongovernmental sector or international organizations. Experience within the UN system and familiarity with UN rules, regulations and procedures related to the ICT field will be advantageous
<b>Competencies &amp; Skills Required:</b>	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](mailto:employment@unhabitat.lk)

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2018-019).
- 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 Project Assistant VA No 2018-019)

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).**