



United Nations Human Settlements  
Programme No.33/9, De Fonseka Place,  
Colombo 05, Sri Lanka  
Telephone:011-2055310/11/12  
Web: <http://www.unhabitat.lk>

## Vacancy Announcement (VA) No 2019 - 001

### POSITION INFORMATION

Post Title:	Data Entry Operator
Duty Station:	Colombo
Type of Contract:	Output Based LICA Equivalent Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	Two
Contract Duration:	Three months with possibility of extension
Date of Advertisement:	23 <sup>rd</sup> Jan 2019
Date of Closing:	30 <sup>th</sup> Jan 2019

### 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](http://www.unhabitat.org) and the Sri Lankan web site at [www.unhabitat.lk](http://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 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.

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.

In line with the agency's 2014-2019 Strategic Plan, UN-Habitat continues to meet the demand from member states in Asia and the Pacific to provide technical advisory services in seven focus areas:

- Urban legislation, land and governance,
- Urban planning and design,
- Urban economy,
- Urban basic services,

Housing and slum upgrading,  
Risk reduction and rehabilitation, and  
Research and capacity development.

## **2. THE PROJECT**

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.

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 mainline in order to cater to the highly populated town centres and emerging towns east of Colombo, facilitating the traffic movement of the Greater Colombo Transport Development project area. The objectives of this project is to improve the capacity and operation speed of the railway network in the Colombo Metropolitan Region.

The *Kelani Valley line* extending from Maradana to Avissawella is 60 km with daily passenger volume of 14,600. This single track railway line was originally narrow gauge and was converted to broad gauge along the same trace at a latter stage. It has been identified that Padukka which is 35 km from Maradana is the best location to attract passengers from Horana Corridor. Therefore by considering the present and future demands, the intension is to upgrade the railway line to double track up to Padukka and to rehabilitate the existing single track in the balance section up to Avissawella.

Another project, The *Main line* of the railway network is 291 km long and Rambukkana is 83 km away from Maradana. The section from Maradana to Ragama is having three tracks and the rest of the section up to Rambukkana is double track. The daily ridership is approximately 100,000 with majority of the suburban trains serving morning peak period, start from Veyangoda or from Rambukkana. Focusing at expected passenger volume by 2035 and the number of trains to be operated to carry that volume, it is indented to construct forth track in Maradana - Ragama section and third track in Ragama - Veyangoda section and rehabilitate the existing double track up to Rambukkana.

Families occupying land required for the expansion of the railway line will be affected. 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.

## **3. 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.
- Support the field supervisor to clarify any issues that emerge regarding the data. Follow the instruction of Social Development Expert and adhere to the instruction given by him time to time.

## **QUALIFICATIONS**

### **Education**

Advanced school education in relevant field with diploma level qualification in IT.

### **Work Experience:**

Minimum of 3 years' experience as a data entry operator, proficiency in data entry, strong knowledge in working with MS Office applications and other related software.

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

### **Language**

Fluent in local languages of Sinhala and/or Tamil is required. Working knowledge of English is desired.

### **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.

## **REMUNERATION**

Will be provided against assigned outputs.

### **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 2019 – 001**).

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 2019 - 001).

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).**