Vacancy Announcement (VA) No 2019 – 005

POSITION INFORMATION	
Post Title:	System Administrator
Duty Station:	Colombo
Type of Contract:	LICA Gr 5
Number of Positions:	One position
Contract Duration:	Six Months
Date of Advertisement:	26-Jul-2019
Date of Closing:	04-Aug-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 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 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 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. While Colombo and the Western region has a reasonable amount of information, the other cities – both municipal and urban cities lack detailed and composite information of the demographic, economic, cultural, physical and environmental dynamics, and lack the resources to collect and update such information. The costs of this widespread information and capacity deficit are immense and accrue in the form of expanding informal settlements, land grabbing, decreasing agricultural land, deepening social problems, rising urban inequality, increased disaster situations and greater insecurity; as many planners and decision makers operate in a climate of limited understanding of the situation, resulting in allocating resources to immediate and pressing issues rather than investing in progressive change over the long term.

To work towards resolving this situation, UN-Habitat together with government, nongovernmental and funding partner, is planning on the development and publishing of a *State of the Sri Lankan Cities 2017* 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 proposed 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 will also be 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 System Administrator will be responsible for the administrative aspects of the training sessions for the local authorities. The regular tasks will include:

He/she will:

Training Administration:
- Liaise with the government partner to ensure that the necessary trainings are planned and carried out as per the project concept
- Coordinate with the identified trainers to ensure ToTs and training sessions for all levels have proper training modules
- Provide further improvements to the Training Manuals and translation into local languages.
- Provide guidance to ToTs in order to ensure data and information recorded in the database meets the expected quality standard and accuracy.
- Coordinate with the Identified training partner and formalize a mechanism to train and develop GIS units at local authority level

Assist with database administration:
- Assist the Database Administrator to ensure all aspects of the database including qualitative, quantitative and spatial data are updated as per the expected standard.
- Coordinate with the software vendor in order to implement the identified and recommended improvements to the State of Sri Lankan Cities database.
- Identify and report software errors and coordinate with the vendor to fix the errors.

Support with digitizing data and advocacy:
- Support the GIS team members to develop and update GIS Maps and provide spatial analysis.
- Participate in the advocacy/lobby/discussions where SoSLC findings and UN-Habitat urban mandate is reflected.

QUALIFICATIONS

Education
BSc or Masters in Social Science, Geography, Urban Planning, Sustainable Development OR disciplines related to the above.

Work Experience:

Knowledge of GIS systems; knowledge of windows based hardware and software applications. Good written and verbal 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 3years related work experience with Advance level education or Relevant university degree with active participation on graduation course work training.

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 crosscultural 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 2019-005).
- 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: System Administrator VA No 2019-005)

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).