

Vacancy Announcement (VA) No 2019 – 006

POSITION INFORMATION	
Post Title:	Project Coordinator (Part time)
Duty Station:	Colombo
Type of Contract:	LICA
Number of Positions:	One
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.

2. FUNCTIONS/KEY RESULTS EXPECTED

The Coordinator – State of Sri Lankan Cities Project will be responsible for the coordination of project development and management of the project, under the direct supervision of the Country Programme Manager. The regular tasks include:

Project Management

- Recruitment and management of project personnel in line with the project plan and approved budget
- Regular monitoring of all project activities and partners to ensure right quality and quantity within agreed time frame

- Achievement of all project targets in line with agreement and commitments to government
- Responsible for project output and outcome.

Assist with Advocacy Work

- Reviewing global framework documents and participating in discussions
- Implementation of the advocacy plan for SoSLC
- Supporting the gender focal point
- Participating in the advocacy/lobby/discussion where UN-Habitat mandate is reflected.

Assist in Project Development and strategic and integrated action plans

- Drafting of concept notes/proposals for future projects as decided at Pipeline Meetings.
- Focus of the integrated development aspects and work with the team on implementation as relevant/agreed upon

QUALIFICATIONS

Education

Master's degree in sociology, development or any other directly related field will be preferred.

Work Experience

Work experience in project management, project development and communication with the public sector, local governments, non-governmental sector or international organizations. Applicants should have a good knowledge of the urban databases and their application in Sri Lanka's cities. S/he should also have 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 Master degree holder 5 years of work experience and bachelor's degree 10 years of work experience. For Phd holders, one year of relate work experience is a requirement.

Language

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

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. Computer literacy in MS Word and Excel is essential.

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 2019-006).
- 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 Coordinator VA No 2019-006)

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).