

**Vacancy Announcement (VA-No-2017-0026)**

**POSITION INFORMATION**

Post Title:	Project Manager
Duty Station:	Colombo
Type of Contract:	LICA Grade 9 (Issued by UNOPs on behalf of UN-Habitat)
Number of Positions:	One
Contract Duration:	Four months with possibility of extension
Date of Advertisement:	18 June 2017
Date of Closing:	2 July 2017

**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.

**2. FUNCTIONS/KEY RESULTS EXPECTED**

Under the direct supervision of the National Project Manager and overall supervision of Country Programme Manager, Project Manager will assist in managing the flood and landslide emergency response project. The specific management and professional duties of the Project Manager are as follows:

Generic duties:

- Developing comprehensive action plan for implementation of the project.

- Maintain strong and close contacts with project partners to ensure effective coordination of the project activities at national level and local levels.
- Deliver all project activities as per project schedules with the support of the project team.
- Resolving impediments to project implementation through liaison with stakeholders from national, regional, local and grass-root level.
- Providing technical support to the project team including developing and introducing guidelines for project implementation.
- Managing the project team including overseeing administration, supervision, and management of field staff.
- Certification of work completed and fund request forms.
- Provision of data and project formulation support to develop new project proposals.

#### Project Specific Duties

- Ensure selection of appropriate communities for project implementation through an objective and transparent process
- Liaison and collaborate with stakeholders including communities, the Disaster Management Centre, Government and Local Government authorities to facilitate implementation of project activities.
- Providing guidance to the project team for efficient and effective delivery of project outputs through community contracting.
- Facilitating execution of Community Agreements, Monitoring and certifying the release of funds to CBOs.
- Maintains highest standards of transparency and accountability in utilization of funds, distribution of relief and related documentation.
- Any other tasks given by the organization/supervisor.

## **QUALIFICATIONS**

### **Education**

Master's or Bachelor degree in Project Management, Civil Engineering, or Development Studies is preferred.

### **Work Experience**

Work experience at managerial capacity in emergency relief or post- disaster reconstruction in the public sector, local governments, non-governmental sector or international organizations. Applicants should have a strong commitment to the participatory processes, transfer of knowledge, willingness to work in a team and possess excellent coordination and communication skills. Experience in managing emergency response projects is advantageous.

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**

10 years for Bachelor degree holders, 3 years for Master degree holders.

**Language**

English and French are the working languages for the UN Secretariat. Fluency in English and Sinhala required. Working knowledge of Tamil is advantageous.

**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](mailto:employment@unhabitat.lk)

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2017-026).
- 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 Manager VA No 2017-026.

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).***