

**Vacancy Announcement VA-No-2017-028**

**POSITION INFORMATION**

Post Title:	Community Mobilisation Assistant
Duty Station:	Galle and Kalutara
Type of Contract:	LICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	Four
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 supervision of the Project Manager, the Community Mobilization Assistant (CMA) will be responsible for facilitating mobilization of communities in project areas allocated to her/him. In particular, the CMA will undertake the following tasks:

- Work closely with the communities, and other key stakeholders to identify most vulnerable beneficiaries through objective selection criteria.
- Assess project requirements through participatory methods and prioritize needs in consultation with beneficiary communities.

- Conduct baseline survey and collect data on beneficiaries for entry into database.
- Assist and support in the resolution of ground level implementation challenges.
- Conduct meetings to increase awareness among community and stakeholders on project entitlements and processes.
- Identify training needs and formulate training programmes and assist in conducting training programmes.
- Liaise and coordinate with key stakeholders, especially partner CBOs, local and Divisional Government officials
- Advise the project team on community mobilization issues, and provide progress updates and specific inputs on a regular basis to progress reports.
- Undertake any other duties that may be assigned by the Project Manager

## **QUALIFICATIONS**

### **Education**

Minimum of secondary education. A Bachelor's degree or equivalent in relevant field will be advantageous.

### **Work Experience**

Experience in community mobilization or in a similar capacity with the public sector, local governments, nongovernmental 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. Work experience in relief distribution and emergency response projects will be an advantage.

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**

Below university degree 3 years of work experience.

### **Language**

English and French are the working languages for the UN Secretariat. Fluency in English and Sinhala required. Working knowledge of Tamil will be an advantage.

### **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-2017-028).
- 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: Community Mobilisation Assistant VA-No-2017-028.

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).***