

Vacancy Announcement VA-No-2017-029

POSITION INFORMATION

Post Title:	Field Technical Facilitator
Duty Station:	Kalutara and Galle
Type of Contract:	LICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	Three
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 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

Under the direct supervision of the Project Manager the Field Technical Facilitator will undertake the following tasks ;

- Work closely with Community Mobilization Assistants to identify critical needs and select the most vulnerable households for emergency shelter and NFI assistance.
- Gather information relating to local resource availability and plan project interventions accordingly.

- Assist the Project Manager in developing training plans and delivering training to communities.
- Assess the environmental implications, especially issues on Disaster Risk Reduction (DRR) on emergency shelter response and recommend mitigation measures to communities.
- Design and implement disaster resilient components in transitional shelters and shelter repairs through communities.
- Undertake field investigations and surveys and feasibility studies as per requirements.
- Collection and maintenance of baseline information including material and labour rates, craftsmen availability and contact information essential for project activities.
- Assist in preparation of community contract documents.
- Organize and engage in technical supervision of infrastructure construction projects.
- Conduct awareness sessions for the CBOs and craftsmen on good construction practices, quality standards and ensure compliance.
- Assist the Project Manager in checking the progress claims of CBOs.
- Monitor and execute the progress of project implementation.
- Provide inputs to the required progress reports, project performance reports and the project final report.
- Undertake any additional duties assigned by the Deputy Project Manager.

QUALIFICATIONS

Education

National Diploma in Technology (Civil Engineering), National Certificate in Technology or any other equivalent qualification.

Work Experience:

Experience as an Assistant Engineer/Technical Officer in development work in or with the public sector, local governments, Non-Governmental or international organizations. Extensive experience in developing, implementing and monitoring community based development projects or programmes, including community infrastructure activities in Sri Lanka. Strong commitment to the participatory process, transfer of knowledge skills, 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

At least 3 years post-qualification experience.

Language

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

Other skills

Skills in AutoCAD will be useful.

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-2017-029**)
- 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: Assistant Engineer **VA-No-2017-029**)

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).