

**Vacancy Announcement (VA) No 2017 – 0033– Re-Advertisement**

**POSITION INFORMATION**

Post Title:	Institutional Data collector
Duty Station:	Colombo
Type of Contract:	LICA (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1 position
Contract Duration:	September 2017 – December 2017 (4 months)
Date of Advertisement:	8 <sup>th</sup> September 2017
Date of Closing:	14 <sup>th</sup> September 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.

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, non-governmental 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 Project Manager – Urban Planning, UN-Habitat and the Coordinator of the State of Sri Lankan Cities project, the data collectors will be based at the Sri Lanka Institute of Local Governance SLILG to support the secondary data collection from institutions. He/she will:

- Understand the context of the project and the required data set
- Closely work with ‘Sri Lanka Institute of Local Governance’ and coordinate with the appointed officers (Focal points) of the each national institute which is chosen as a relevant data source.
- Visit such institutes, assist the Focal points to collect accurate data and complete the collection activities within the planned time frame.
- Assist the officers of Sri Lanka Institute of Local Governance for any requirement of “The State of Sri Lankan Cities” project.
- Entering the collected data to respective data templates.
- Revisit for the missing data
- If there are more gaps, discussing with the project team of “The State of Sri Lankan Cities” to find a solution.
- Follow the directives of the person coordinating and adhere to the instructions given from time to time.

### **Final outcomes:**

- Completed data templates from the national level
- Agreement on data source when multiple sources available.

**Duration for the Study:** 4 months spread over September to December 2017

## **QUALIFICATIONS**

### **Education**

Diploma or graduate/undergraduate in Social Science, Geography, Urban Planning, and Sustainable Development OR disciplines related to the above.

### **Work Experience:**

Any experience in carrying out surveys in settlement planning, urban development policy, sustainable development or related field; strong commitment to the participatory process; experience as a data entry operator, proficiency in data entry; strong knowledge in working with MS Office applications and other office application software.

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**

Not required, but some work experience preferred.

**Language**

Fluency in English and national language (Sinhala/Tamil) of the duty station required.

**Other skills**

Computer literacy in MS Word and Excel is essential. Ability to grasp the use of tab computers is an added advantage. Ability to work under pressure against deadlines and to work efficiently in a team, and possess good coordination and communication skills. Ability to work with minimum supervision, with efficiency, competence and integrity.

**Remuneration**

Will be provided against assigned outputs.

**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 2017-0033).
- 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: Institutional Data Collector VA No 2017-0033)

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).***