

Vacancy Announcement (VA) No 2018-015

POSITION INFORMATION	
Post Title:	Database and Logistic Assistant
Duty Station:	Colombo
Type of Contract:	LICA Grade 5 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One (01 nos)
Contract Duration:	Six Months with possibility of extension
Date of Advertisement:	12 th July 2018
Date of Closing:	28 th July 2018

BACKGROUND AND ASSIGNMENT
<p><u>1. ORGANISATIONAL CONTEXT</u></p> <p>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 Programme and the Mandate are available in the global web site at www.unhabitat.org and the Sri Lankan web site at www.unhabitat.lk.</p> <p>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.</p> <p>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.</p>
<p><u>2. FUNCTIONS/KEY RESULTS EXPECTED</u></p> <p>Under the overall supervision of Programme Management Officer, working with the Programme Management Unit and guided by the Database Administrator. The Database and Logistic Assistant will ensure proper and professional record of project beneficiary and financial disbursement information. S/he will ensure the day to day smooth operations of the database, logistics and other IT resources at NPO and field offices, and also ensure backing-up and securing the information contained therein. In particular, the Database and Logistic Assistant will undertake the following tasks:</p>

- Ensure that the online beneficiary information database and other IT related resources are maintained and operating smoothly.
- Ensure the payment information and disbursements are updated and represented in the database and data consistency is maintained.
- Maintain proper logs and registers of beneficiary payments requested from the field office.
- Assist the National Project Manager by way of producing statistical information with regard to payment, progress, projections and other related information.
- Maintain physical/computer based information in the project office, and make regular backups of the information in order to ensure the security and safety of the data.
- Support the project team in production of necessary output reports, in timely manner.
- Support to knowledge building and knowledge sharing through the information sharing and document management system.
- Support in documentation of project reports, web and print based publicity material.
- Maintain beneficiary records, file inventory, maintain consistency and ensure that data and information is updated regularly and meets the standards set by the organisation.
- Provide IT support and required training to users within the NPO and District office and ensure that the all equipment and software are maintained as per the required standard.
- Provide technical input for procurement of IT and electronic equipment needed and ensure that equipment/material meets the industry standards and specific user needs.
- Assist with the provision of IT, hardware/software and database support for new projects.
- Travel to the district offices when required to attend to IT related matters.

Administration Support

- Contributes to procurement process for expendable (stationery and ICT peripherals), non-expendable supplies (ICT equipment) and related services of the NPO.
- Oversees and ensures proper maintenance, functioning and availability of ICT equipment of UN-Habitat Sri Lanka.
- Plays an active role in arranging travel to the field of NPO staff members (i.e. security clearance, travel authorization, hotel booking/accommodation and submission of travel claims).
- Maintains monthly attendance sheets of NPO staff members.
- Premises management.

Fleet Management

- Coordinates the vehicle movements.
- Follows-up of accidents/incidents with the police, informing insurance company, prepares and sends all relevant documents.

QUALIFICATIONS

Education

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

Work Experience

Working experience in web and database solutions or in a similar capacity with the public sector, local governments, nongovernmental sector or international organizations. Experience within the UN system and familiarity with UN rules, regulations and procedures related to the ICT field will be advantageous.

Required Years of Work Experience

At least 5 years post-qualification experience without degree or at least 2 years post-qualification experience with degree in related discipline.

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 2018-015).
- 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 "Database and Logistic Assistant VA No 2018-015".

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).