

Vacancy Announcement - VA-No-2018-007

POSITION INFORMATION

Post Title:	Data Analyst
Duty Station:	Colombo, Sri Lanka.
Type of Contract:	LICA Grade 5 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One
Contract Duration:	Three Months
Date of Advertisement:	17 Sep 2018
Date of Closing:	28 Sep 2018

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 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.

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 programme 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. 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 is in this context undertaking to survey and develop a resettlement plan for those to be displaced by urban development. The Ministry of Transport and Civil Aviation (MoT & CA), together with the Sri Lanka Railway (SLR), intends to improve the mainline in order to cater to

the highly populated town centres and emerging towns east of Colombo, facilitating the traffic movement of the Greater Colombo Transport Development project area. The objectives of this project is to improve the capacity and operation speed of the railway network in the Colombo Metropolitan Region.

UN-Habitat is in this context undertaking to survey for the Ministry to develop a resettlement plan for those to be displaced by this development. Families occupying land required for the expansion of the Railway line (Maradana to Rammabukkana) line will be affected. A socio-economic survey and a Resettlement Plan based on the survey developed together with the affected households is a necessary step for such development.

A team of experts is needed to carry out this task in a comprehensive and participatory manner.

3. FUNCTIONS /KEY RESULTS EXPECTED

The Data Analyst will work under the direct supervision of the Expert–Urban Settlement and the overall supervision of the Project Manager - Urban.

Specific Tasks:

Data collection tool (Questionnaires, Key-informant Interviews, Focus Group Discussions, etc.) are reviewed and finalized;

Establish/create databases according to questionnaires/ Key-informant Interviews, Focus Group Discussions to store the data. Supervise and monitor the data entry process.

Prepare an analysis reports outlining frequencies and cross tabulation tables with primary narrative description using quantitative / qualitative data.

Do further analysis on the data according to terms of reference of the survey and the Chapters of the Report or per request of the client or Supervisor.

Clarify/reconcile key expectations and key issues that arise

Perform the other tasks deemed appropriate and necessary by the Project Manager

QUALIFICATIONS

Educational and Professional Qualifications

Bachelor Degree in relevant field from a recognized Institute/University.

Work Experience:

Two years of work experience as a data analyst/statistician, Proficiency in data entry, Strong knowledge in working with MS Office/SPSS/Atlas. 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 would be an advantage.

Experience in resettlement planning related quantitative/qualitative data analysis will be an added qualification.

Minimum of 2 years' relevant experience required.

Language

English and French are the working languages for the UN Secretariat. Fluency in English and at least one national language is required.

Other skills

Ability to work under pressure against deadlines and 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 is essential. In addition.

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-2018-007**).

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 Data Analyst VA - No-2018-007.

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).