

Vacancy Announcement VA-2020-009 (Open for Internal Candidates Only)

POSITION INFORMATION	
Post Title:	Database Quality Assurance Assistant
Duty Station:	Colombo
Type of Contract:	LICA – Gr. 5
Number of Positions:	One position
Contract Duration:	Six months
Date of Advertisement	11-Sep-2020
Date of Closing:	20-Sep-2020

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 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.</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>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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.

Since March 2017, the *State of Sri Lankan Cities project* has been implemented by UN-Habitat in close collaboration with the Ministry of Provincial Councils, Local Government and Sports, and the nine Provincial Capitals.

One of the outputs of the project is the "State of Sri Lankan Cities Database" www.soslc.lk: launched in December 2018, which provides a platform that allows for easy access to assist policy makers and planners to identify critical projects and policies that can be implemented to help Sri Lanka to grow as a nation. The database involves 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 enable better planning and encourage investment towards a better urban future for the country.

In the phase of this project, UN-Habitat hopes to expand the database to other urban governance projects, and its use to improve information and its analysis of the additional cities as a step towards promoting informed and evidenced-based policy and integrated city planning, and private and public sector investment. UN-Habitat will implement this project that is a continuation of the SoSLC in conjunction with new urban governance project partners and the Ministry of Internal and Home Affairs and Provincial Councils and Local Government. While the Ministry will have overall ownership of the database, UN-Habitat will continue to provide the technical oversight and training during this period, in discussion with its project partners.

3. FUNCTIONS /KEY RESULTS EXPECTED

Under the overall supervision of the Coordinator of the State of Sri Lankan Cities project, the Database Quality Assurance Assistant (Asst. Planner) will be responsible for supporting the project activities:

- Ensure all aspects of the database including Qualitative, Quantitative and spatial data are updated as per the expected standard and frequent database quality check (City pages/Archives/three language text/ etc.). Manage three language option in efficient and accurate manner.
 - Carrying out the statistical data collection and the analysis of the project.
 - Provide analytical descriptions for each and every graph in the database.
 - Make sure to update all statistical sections with data download option.
 - Create and maintain database managing updates with daily updating log record with three language translations.
- Support the spatial data collection process
- Edit visuals for the database as requested
- Assist with the development and finalization of communication material.
- Any other urgent matter related to the project as requested by the Project Coordinator

QUALIFICATIONS

Education

Bachelors or Masters Degree in Urban Planning, Social Science, Sustainable Development OR disciplines related to the above.

Work Experience:

Work Experience:

Experience with databases, and data related to settlement planning, urban development policy, sustainable development or related field; strong commitment to the participatory process, willingness to work in a team, and possess good 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

Bachelor's Degree with minimum of 3 years of relevant experience required. Work experience in similar capacity preferred.

Language

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

Other skills

Computer literacy in GIS, MS Word and Excel is essential. 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.

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 2020-009).
- 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 Quality Assurance Assistant VA No 2020-009)

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).

