

Vacancy Announcement (VA) No 2022-002

I. POSITION INFORMATION	
Post Title:	Senior Admin and Procurement Assistant
Duty Station:	Colombo, Sri Lanka
Type of Contract:	ICA Grade 6 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One
Contract Duration:	One year with possibility of extension
Date of Advertisement:	18 th April 2022
Date of Closing:	02 th May 2022

Background & Assignment

1. ORGANIZATIONAL 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 supervision of the Programme Management Officer/Head of Operations, the Senior Admin and Procurement Assistant (SAPA) will have the overall responsibility of processing administrative, procurement and logistical requirements in line with the UN financial regulations and rules. The detail of his/her responsibilities are:

Day to day tasks:

- Manage procurement of goods, material & services to Colombo Country and field offices.
- Apply UN procurement regulations and rules while undertaking procurement actions.

- Commit funds in the financial system and maintain proper record of related obligations/ commitments.
- Review the obligations/commitments on monthly basis and provide management with related report and recommendation for subsequent action.
- Review finance management reports and act on suspense items instantly.
- Produce procurement and community implementation agreement reports on monthly basis.
- Finalize annual procurement plan with the support from project managers and unit heads.
- Create travel documents in the financial system and ensure timely submission of related expense reports.
- Keep record of UN-Habitat Assets and act as asset custodian for UN-Habitat Sri Lanka.
- Maintaining monthly asset reports.
- Contribute in producing asset disposal/auctioning case reports and subsequent actions until disposal/auction.
- Maintain filing and proper record of all related documents including contracts and ensure validity/extension of contracts.
- Supervise drivers and manage vehicles' fleet.
- Maintain the office building as and when required and supervise janitors.
- Contribution in yearly account closure.
- Contribution in staff capacity building and operation trainings.
- Any other task given by supervisor.

3. QUALIFICATIONS

Education:

University degree (Bachelor) in accounting/finance, business administration or any other field deemed relevant to Operations Management or diploma in accounting/related fields.

Work Experience:

Relevant working experience including experience in administration / finance / human resource / procurement related work in an international organization / donor funded projects. Experience in IT based accounting functions will be an added advantage.

Required Years of Work Experience:

Bachelor's degree holder 6 years of work experience and below university degree 9 years of work experience.

Language:

English and French are the working languages for the UN Secretariat. For this post excellent spoken and written English is required. Fluency in a local language is required.

Other skills:

Experience in supporting of Implementation of UN projects in Sri Lanka. Preferably familiar with UN rules, regulations and procedures related to country level project implementation. 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 2022-002).
- 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 Senior Admin and Procurement Assistant VA No 2022-002.

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).