

**Vacancy Announcement (VA) No 2022-05**

**POSITION INFORMATION**

Post Title:	Community Mobilisation, Monitoring and Reporting Associate
Duty Station:	Central and Uva Provinces (Field)
Type of Contract:	LICA Grade 8 (Contract, Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One
Contract Duration:	3 months with possibility of extension
Date of Advertisement:	5 <sup>th</sup> Oct 2022
Date of Closing:	19 <sup>th</sup> Oct 2022

**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.

UN-Habitat operates in several provinces of Sri Lanka, namely; Central and Uva provinces in conducting several medium to large scale housing and infrastructure projects involving civil construction through community participatory process, in addition to emergency response projects.

The project intends to increase access to sustainable, safe water and adequate sanitation for poor and vulnerable communities; reduce the prevalence of Water Sanitation and Hygiene (WASH)-related diseases through the promotion of personal hygiene, environmental practices and provision of infrastructure; improve the water and sanitation services at preventive and curative primary

health care facilities; improve agricultural practices and extension services to enhance productivity for upliftment of rural and estate communities; and reduce post-harvest losses, increase food security and household income. The Project will be implemented in five (5) Divisional Secretariat (DS) divisions, namely Nuwara Eliya, Walapane, Hanguranketha, Kothmale and Ambagamuwa in the Nuwara Eliya District within Central Province; and six (6) Divisional Secretariat divisions, namely, Mahiyanganaya, Rideemaliyadda, Haldummulla, Badulla, Bandarawela and Welimada Badulla District within Uva Province

This vacancy announcement aims to invite persons with specific qualifications, skills and, experience to implement the above project as well as community driven housing projects in Central and Uva Provinces. UN-Habitat firmly believes that professional and highly competent staff are integral to the successful implementation of its project.

## **2. FUNCTIONS /KEY RESULTS EXPECTED**

Under the direct supervision of the Monitoring and Reporting Manager and Deputy Project Manager (Technically reports to Monitoring and Reporting Manager and administratively reports to Deputy Project Manager), the Community Mobilisation ,Monitoring and Reporting Associate is working closely with staff, ensure that proper monitoring of project activities take place and project related information is timely and accurately documented for internal and external use.

In particular, he/she will undertake the following tasks:

### **Programme**

- Facilitate the formulation/drafting of different project Annual Work Plan, implementation plan and support the Deputy Project Manager (DPM) in ensuring the implementation of the projects activities as per the work plan;
- Support DPM to measure performance using appropriate project management tools and techniques, track project performance, specifically to analyze the successful completion of short and long-term goals;
- Support DPM to monitors and manages Implementing partner and Grantee activities including applications, agreements, work plans and assurance activities and reviews progress of activities;
- Coordinate and conduct consultation workshops and meetings with various stakeholders as per the work plan and requirement;
- Report constraints and problems encountered/likely to be encountered that would impede its progress to Project Management;
- Contribute to the design and execution of the work plan of capability building, workshops & training, case studies and other associate learning activities;
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, process & procedures and progress;
- Contribute to discussions at seminars and conferences linked to the programme activities.
- Develop concepts and terms of reference for specific components of the project, work plan, acting as client to consultants or researchers;

- Coordinate service providers, and support preparation, processing, and administration of consultants and technical services contracts/agreements;
- Support the PMU in ensuring smooth implementation of the project and compliance to agreed results, reporting and evaluation targets;
- Administration of training and workshops related activities;
- Facilitation of development of the Business plan, O&M and Sustainability plan of the project activities and CSOs;
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the projects, and drafting relevant materials for dissemination;

### **Monitoring**

- Monitor progress against work plan, identify areas of concern and recommend correction measures.
- Undertake regular field monitoring activities and submit the reports to Monitoring and Reporting Manager and Deputy Project Manager.
- Monitor and record regional/local level developments and trends which may impact project implementation, maintain adequate records and report the same to Monitoring and Reporting Manager.
- With the guidance of Monitoring and Reporting Manager develop appropriate tools for monitoring purposes.
- Coordinate with the project team to collate all data on project progress for reporting purposes  
Collect information from implementation staff to be compiled into case studies, including photographic elements.
- Provide inputs to fortnightly, quarterly, bi-annually, annual and terminal reports
- Monitor and record outputs and outcomes of project activities. Compile the risk logs/challenge mitigation measures for reporting purpose.
- Collate and maintain records on trainings, village profile creation, assessments and grievance redress procedures.

### **Mobilization**

- Prepare the work plan for all community mobilization activities. The content of community mobilization activities will include but are not limited to the following: local problem analysis; assessment of vulnerabilities, capabilities, and available resources; preparation of community profiles; support and capacity building of Community Groups assisting communities in preparation of prioritized Community Action Plans (CAP) and implementing them through project-based activities; supporting target communities in monitoring and evaluation activities implementing;
- Empower Civil Society Organisations (CSOs) in order to implement the project as planned.
- Lead needs assessments in target and other areas to inform program development and implementation utilizing appropriate tools;

- Identify communities with different/particular needs and vulnerabilities where Project activities should be prioritized in keeping with the programme implementation strategy;
- Provide technical advice to local communities to assess and prioritize key threats to community and help them to develop plans to respond at local level.
- Provide support for the strengthening of community based organizations and associations to undertake their own development initiatives with special emphasis on empowerment of vulnerable men and women (including youth at risk, elderly people, people with disabilities and others);

## **QUALIFICATIONS**

### **Education**

Bachelor University degree in Business Management, Public Administration, Science, Social Development **or** disciplines related to the above topics.

### **Work Experience:**

Experience in community mobilisation, monitoring and evaluations or in a similar capacity in emergency relief or post-disaster reconstruction projects in the public sector, local governments, non-governmental sector or international organisations. Applicants should have a strong commitment to the participatory development process, transfer of knowledge, willingness to work in a team and possess excellent 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**

With a Bachelor degree and at least 8 years of post-qualification work experience or With a Master degree and at least 2 years of post-qualification work experience in the above relevant field .

### **Language**

Local knowledge of areas assigned and knowledge in English and the local languages will be advantageous.

### **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](mailto:employment@unhabitat.lk)

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2022-05).
- 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>  
<https://www.unfpa.org/resources/p11-un-personal-history-form>
- And finally, your email's subject should be Application for the Post of Engineer VA No 2022-05.

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)..*