

**Vacancy Announcement (VA) No 2022-07**

<b>I. POSITION INFORMATION</b>	
Post Title:	Technical Officer
Duty Stations:	Central and Uva Provinces of Sri Lanka
Type of Contract:	LICA Grade 4 (Contract, Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	02
Supervisor:	Engineer
Contract Duration:	3 months with possible extension
Date of Advertisement	05 <sup>th</sup> Oct 2022
Date of Closing:	19 <sup>th</sup> Oct 2022

**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](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; Northern, Eastern, 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 water supply, sewage systems, and building renovation as well as community-driven housing projects, in plantation areas.

### **FUNCTIONS/KEY RESULTS EXPECTED**

Under the direct supervision of the Engineer, the Technical Officer will undertake the following tasks to implement the projects.

#### **Duties assigned:**

- Oversee the project activities and provide technical guidance to communities and Community Based Organizations (CBOs) on appropriate construction standards;
- Assist communities and CBOs in obtaining approval for construction activities where necessary;
- Conduct a resource mapping exercise for suppliers of materials and labor.
- Develop a procurement plan and keeping proper materials and manpower records throughout the construction process.
- Collection & maintenance of baseline information on proposed project activities;
- Organize community meetings; introduce & promote participatory processes;
- Assist communities in articulating their needs and prioritizing requirements and decision-making process for Community Action Planning and Community Contracts;
- Conduct vulnerability survey for prioritization of project activities for implementation;
- Assist Engineer to prepare technical designs at the request of communities and prepare Bill of Quantities;
- Assist communities in preparing cost estimate for the planned construction;
- Assist to prepare progress reports, gather information at field level;
- Evaluate progress, document & make recommendations for release of payments;
- Train communities/CBOs in construction techniques building technologies and building material production;
- Identify gaps in technical issues and recommend suitable remedies;
- Conduct site progress/review meeting in a periodical manner with the stakeholders
- Provide a liaison between the communities, local government authorities, NGOs and the project;
- Monitor progress of project implementation

Undertake any other duties that may be assigned by the Project Manager or Engineer

### **QUALIFICATIONS**

#### **Education**

Candidates shall have a National Certificate in Technology (NCT) or equivalent to NVQ level 5 from a recognised technical training institute of Sri Lanka

### **Work Experience**

Work experience in development, emergency relief, or disaster reconstruction in the public and private sectors, local governments, non-governmental organizations, or international organizations is preferred in the above-mentioned relevant field. Applicants should have a strong commitment to participatory processes, knowledge transfer, a willingness to work in a team, and 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 NCT, at least 5 years of post-qualifying experience is required or; with a diploma, 2 years of post-qualifying experience is required in the above-mentioned relevant field

### **Language**

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

### **Competencies and Skills Required**

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 2022-07).
- 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 Assistant Engineer VA No 2022-07.

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).*