

Vacancy Announcement (VA) No 2022-08 (Open for Internal Candidates)

<u>I. POSITION INFORMATION</u>	
Post Title:	Community Mobilisation Assistant
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:	2
Supervisor:	Engineer
Contract Duration:	3 months with possible extension
Date of Advertisement	05 th Oct 2022
Date of Closing:	19 th 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 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.

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 the above project in plantation areas. UN-Habitat firmly believes that professional and highly competent staff are integral to the successful implementation of its project.

FUNCTIONS/KEY RESULTS EXPECTED

Under the direct supervision of the Engineer, the Community Mobilisation Assistant will undertake the following tasks to implement the project.

Duties assigned:

- Undertake community discussions and consultations for project identification and finalization,
- In consultation with the relevant stakeholders, organise workshops, trainings and awareness programmes.
- Facilitate and support the preparation of Community Action Plan (CAP).
- Facilitate and support the preparation of a general strategy on community participatory implementation, including the process of community construction monitoring where necessary.
- Collection and maintenance of project specific baseline information.
- Organise project specific community/stakeholders meetings, whilst introducing and promote participatory processes.
- Facilitate and coordinate all project specific activities in consultation with the Engineer, Deputy Project Manager and the project team.
- Arranging project related meetings and taking records of the meetings.
- Organise site visits with relevant stakeholders and taking all necessary photographs and records.
- Attending conflict resolution and handling grievances at site level where necessary.
- Liaise and coordinate with key stakeholders for project related activities, especially, Regional Director of Health Services, District Women Development Officer, District Child Rights Promotion Officer and District Social Service Officer and District Agriculture Director.
- Conduct meetings to increase awareness among community and stakeholders on community development issues.
- Advise the project team on community mobilisation issues and provide progress updates and specific inputs on a regular basis to reports on progress.
- Undertake any other duties that may be assigned by the Engineer and the Deputy Project Manager

Documentation

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plan by proper recording of task achievement.
- Maintain project correspondence and communication, collect, register and maintain all information on project activities.
- Guide and support all project implementing agents (IAs) / counterparts (CP) on applicable administrative procedures and ensures their proper implementation with the support of Admin & Finance Assistant.

- Effectively communicate, both orally and in writing in all three languages (English, Tamil & Sinhala) to obtain, evaluate and interpret factual information & data and to prepare accurate and complete correspondence, reports and other related documents.
- Collect relevant information required from IAs and CPs and draft Community Agreement (CAs) and initiate payment requests and maintain records with proper tracking system.
- Receive, screen and distribute correspondence and attach necessary background information and maintain proper filing system for all project related documents.
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings.
- Assist in logistical organization of meetings, training, workshops and field & mission visits.

QUALIFICATIONS

Education

Minimum of secondary education. A bachelor's degree or diploma in social science, development studies, agriculture or equivalent in relevant field will be advantageous.

Work Experience

Work experience in emergency relief or post- disaster reconstruction in the public sector, local governments, non-governmental sector or international organisations. Applicants should have a strong commitment to the participatory processes, 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:

Minimum 3 years post qualified experience in development sector or with the public sector, local governments, non-governmental sector or international organisations.

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

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2022-08).
- 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 Community Mobilisation Assistant VA No 2022-08.

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).