

Vacancy Announcement (VA) No 2022-09

I. POSITION INFORMATION

Post Title:	Project Assistant
Duty Stations:	Colombo
Type of Contract:	LICA Level 4 (Contract, Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Project Manager
Contract Duration:	3 months with possible extension
Date of Advertisement	15 th Dec 2022
Date of Closing:	29 th Dec 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, Uva, Western Southern and Sabaragamuwa Provinces in conducting several medium to large scale housing and infrastructure projects involving civil construction through community participatory process. This vacancy announcement aims to invite persons with specified qualifications, skills and experience to join UN Habitat team to operate these projects.

UN-Habitat firmly believes that professional & highly competent staff are integral to the successful implementation of its' programmes.

FUNCTIONS/KEY RESULTS EXPECTED

Under the direct supervision of Project Manager, the Project Assistant (PA) will undertake the following tasks

Project Support

- Contribute actively to day-to-day project implementation and ensure conformity to expected results and project work-plan by recording task completion.
- Assisting in project monitoring and evaluation
- Attending meetings with Project Manager or other senior staff at relevant ministries and non-government agencies and preparing meeting minutes
- Coordinating with relevant ministries and non-government agencies for collecting and submitting relevant project documents
- Facilitating project progress review inspections and meetings including secretarial work.
- Prepare presentations ,using PowerPoint or other presentation techniques
- Organizing field trips/ mission /and supporting workshops and training Programme
- Ensure the smooth flow of information within the office and between the Colombo offices.
- Share responsibilities for copying, collating and distributing documents as and when required.
- Collect relevant information required for Community Agreement (CAs) and initiate payment requests and maintain records with proper tracking system.
- Collecting payment documents for housing projects from the field, updating them in the database, and submitting them to the donor (IHC), as well as keeping records
- Notifying the project manager as well as the field about payment lapse in comparison to the workplan
- Reviewing the settlement plans and providing feedback for improvement

Administrative Support

- Handling administrative tasks on the operational aspects of the project;
- Drafting typing and transmitting correspondence (emails ,letters ,fax messages) including routine communiqués, reminders acknowledgements, replies to queries, request for documentation /information;
- Arranging appointments and field travel.
- Maintain project correspondence and communication, collect, register and maintain all information on project activities
- Receive, screen and distribute correspondence and attach necessary background information and maintain proper filing system for all project related documents
- Managing information and records including those related to travel arrangements, supply requisitions and leave forms.
- Maintaining filing and retrieval systems and computer files such as electronic files of emails and portfolios.
- Arranging logistics for project events.

QUALIFICATIONS

Education

A bachelor's degree or diploma in social science, urban planning, 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:

A bachelor's degree with Minimum of 4 years post-qualification experience or 7 years post-qualification experience with a diploma

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 2022-09).
- 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 Project Assistant Colombo VA No 2022-09.

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).