

Vacancy Announcement (VA) No 2022-10

I. POSITION INFORMATION

Post Title:	Project Assistant
Duty Stations:	Nuwara Eliya
Type of Contract:	LICA Level 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Deputy 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 Deputy Project Manager, the Project Assistant (PA) will undertake the following tasks

Project and Administrative Support

- Proactively 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 partners (IPs) / counterparts (CP) on applicable administrative procedures and ensures their proper implementation with the support of Admin & Finance Assistant.
- Initiate and ensure all gender related aspects are incorporated in all levels of the project cycle including narrowing gender disparities.
- Gather gender disaggregated data on directly or indirectly improve women's and girls' access to project benefits, resources, opportunities, mobilization activities to ensure women's participation in public consultations on proposed project activities.
- Capture / gather information of the level of involvement of women and girls in project implementation activities, and monitoring and evaluation of project results. Consultations with women's organizations and women to include their views, concerns, and proposals, and to enhance women's role as active agents in the process.
- Track the progress and achievements of project activities against the work plan and assess the potential delays or any mismatch and report to the management for review and appropriate action.
- Collect and consolidate project related data and additional data and information for potential future expansion.
- 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

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:

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

Language

Fluency in all three languages (English, Tamil and Sinhala) including reading and writing will be an added 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 2022-10).
- 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 Nuwara Eliya VA No 2022-10.

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).