

Vacancy Announcement (VA) No 2022-11

I. POSITION INFORMATION

Post Title:	Senior Project Assistant – Agriculture
Duty Stations:	Nuwara Eliya and Badulla
Type of Contract:	LICA Level 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	2
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 Senior Project Assistant (SPA) will undertake the following tasks

Project Support

- Support and contribute to the identification of potential interventions in agriculture sector in the plantation areas.
- Assist in identification of locations and suitable interventions for vegetables and fruits varietal

and production village establishment.

- Assist in identification and promotion of appropriate cultivation methods including introduction of appropriate technology and mechanization.
- Mapping of potential stakeholders including government, private and community based entities for partnering in the field of agriculture.
- Assess the potentials for the cold storage and cold chain promotion including washing and processing of farm product in coordination with relevant authorities.
- Facilitate agriculture related infrastructure renovation/development activities.
- Facilitate/assist in organizing and conducting workshops and trainings.
- Assist in implementing and monitoring field activities and collect periodical data and information for report drafting;
- Support to assess the potentials for enhancement of food systems and alternative livelihoods and value addition through the promotion of innovations in agriculture and livestock production systems and mobilisation of the private sector engagement.
- Facilitate to establish farmer-level demonstration plots for good quality products and promote the best practices.
- Liaison with potential project partners at project areas including government authorities, seed and inputs suppliers, organic farmers and other stakeholders.
- 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.
- 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.
- 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.

QUALIFICATIONS

Education

A bachelor's degree or diploma in agriculture, social science, development studies 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 2022-12).
- 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 Senior Project Assistant – Agriculture VA No 2022-12.

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).