

Vacancy Announcement (VA) No 2023-03

POSITION INFORMATION	
Post Title:	Senior Community Mobilization Assistant
Duty Station:	Central and Uva Provinces (Field)
Type of Contract:	LICA Level 5 (Contract, Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One
Supervisor:	Deputy Project Manager
Contract Duration:	8 months with possibility of extension
Date of Advertisement:	18 April 2023
Date of Closing:	2 May 2023

BACKGROUND AND ASSIGNMENT
<p><u>1. ORGANISATIONAL CONTEXT</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>UN-Habitat operates in several provinces of Sri Lanka, namely; 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.</p> <p>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</p>

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; six (6) Divisional Secretariat divisions, namely, Mahiyanganaya, Rideemaliyadda, Haldummulla, Badulla, Bandarawela and Welimada Badulla District within Uva Province and 6 Divisional Secretariat Divisions in Mullaitivu District namely Mritempattu, Puthukkudiruppu, Oddusuddan, Manthai East, Thunukkai and Welioya

This vacancy announcement aims to invite persons with specific qualifications, skills and experience to implement the above project as well as community driven housing projects in Central and Uva Provinces. UN-Habitat firmly believes that professional and highly competent staff are integral to the successful implementation of its project.

2. FUNCTIONS /KEY RESULTS EXPECTED

The Community Mobilisation Associate will work closely with personnel to accomplish the project activities under the direct direction of the Deputy Project Manager.

Duties assigned:

- Develop community mobilisation strategy and community empowerment strategy in line with UNHABITAT's people's process.
- Provided support to the community groups and marginalised people to address their challenges that hinder the project activities.
- Responsible for beneficiary selection and grievance redressal mechanism, as well as ensuring the seamless implementation of owner-driven housing and infrastructure projects.
- Providing training for implementing partner organisations staff and community groups on Basic Construction Technologies, Community Mobilisations, Community Participatory approaches, Conflict Mitigation and Management and Community Monitoring.
- Supervise and guide Community Mobilisation Assistants
- Prepare the work plan for all community mobilisation activities. The content of community mobilisation activities will include but are not limited to the following: local problem analysis; assessment of vulnerabilities, capabilities, and available resources; preparation of community profiles; support and capacity building of Community Groups assisting communities in preparation of prioritized Community Action Plans (CAP) and implementing them through project-based activities; supporting target communities in monitoring and evaluation activities implementing;
- Provide technical advice to local communities to assess and prioritize key threats to community and help them to develop plans to respond at local level.
- Provide support for the strengthening of community based organisations and associations to undertake their own development initiatives with special emphasis on empowerment of

vulnerable men and women (including youth at risk, elderly people, people with disabilities and others);

- Undertake community discussions and community/stakeholder consultations for project identification and finalisation,
- In consultation with the relevant stakeholders, organize workshops, trainings and awareness programmes.
- Lead needs assessments in target and other areas to inform program development and implementation utilizing appropriate tools;
- Identify communities with different/particular needs and vulnerabilities where Project activities should be prioritized in keeping with the programme implementation strategy
- 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.
- Arranging project related meetings and taking records of the meetings.
- 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, District Director of Agrarian Services and District Agriculture Director.
- 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 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 and Finance Assistant.
- Effectively communicate, both orally and in writing in all three languages (English, Tamil and Sinhala) to obtain, evaluate and interpret factual information and 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 and mission visits.

QUALIFICATIONS

Education:

Bachelor University degree in Social Science, Social Development **or** disciplines related to the above topics.

Work Experience:

Experience in community mobilisation, monitoring and evaluations or in a similar capacity in emergency relief or post-disaster reconstruction projects in the public sector, local governments, non-governmental sector or international organisations. Applicants should have a strong commitment to the participatory development process, 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 2 years post-qualification experience or 5 years post-qualification experience with a diploma.

Language:

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

Other skills:

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 2023-03).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in <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 Associate VA No 2023-03".

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).