

Vacancy Announcement (VA) No 2023-02

I. POSITION INFORMATION

Post Title:	Senior Admin Finance and Programme Assistant
Duty Stations:	Colombo
Type of Contract:	LICA Grade 6
Number of Positions:	1
Contract Duration:	May to December 2023 (with possibility of extension)
Date of Advertisement	6 th April 2023
Date of Closing:	12 th May 2023

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.

FUNCTIONS/KEY RESULTS EXPECTED

Under the supervision of the Programme Management Officer (PMO) the Senior Admin Finance and Programme Assistant (SAF&PA) will have the following responsibilities:

- Contribute to preparation of Vacancy Announcements and post classifications.
- Contribute to recruitment process that may include interviews, interview reports, reference checks, offer letters and contract issuance.
- Act as focal point for leave applications and leave monitoring for UN-Habitat personnel in Sri Lanka.
- Maintain and ensure mandatory performance evaluation reports for UN-Habitat personnel in Sri Lanka.
- Contribute to check and verification of monthly payroll.
- Act as a petty cash custodian for Colombo office and undertake financial transactions in line with UN Financial Regulations and Rules and petty cash SOP.
- Contribute to staff orientation and capacity building on operational matters.
- Contribute to annual account closure.

- Assist HPM/CTA in drafting letters, arranging meetings and appointments as and when required.
- Maintain proper filing system and provide supporting documents as and when requested by management or UN auditors.
- Represent UN-Habitat in HR Working Group under OMT.
- Any additional task given by supervisor.

QUALIFICATIONS

Education

Certificate or bachelor's degree in business administration, human resources management and or accounting.

Work Experience

Experience in Human Resources Management, administration, accounting and or financial management. Applicants should have strong commitment to operation support, transfer of knowledge, willingness to work in team and possess excellent coordination and communication skills.

Experience within the UN system and familiarity with UN rules, regulations and procedures related to operation management may be considered as additional advantageous.

Required Years of Work Experience:

With a bachelor's degree 4 years of experience and without degree 7 years of work experience.

Language

Strong oral and written communication skills. Fluent in English. Knowledge of Sinhala and Tamil will be advantageous.

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 2023-02).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in https://procurement-notice.undp.org/view_file.cfm?doc_id=319223
- Your email's subject should be Application for the Post of Senior Admin Finance and Programme Assistant -VA-No 2023-02.

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).