

## Vacancy Announcement (VA) No 2024-03

### **I. POSITION INFORMATION**

Post Title:	Deputy Country Programme Manager
Duty Stations:	Colombo
Type of Contract:	LICA Grade 9 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Country Programme Manager
Contract Duration:	1 Year with possibility of extension
Date of Advertisement	14 <sup>th</sup> March 2024
Date of Closing:	29 <sup>th</sup> March 2024

### **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](http://www.unhabitat.org) and the Sri Lankan web site at [www.unhabitat.lk](http://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 provinces of Sri Lanka, namely, Northern, Central and Uva provinces in conducting several medium to large scale projects involving infrastructure, environment, wash and sanitation through community participatory processes.

#### **Duties and responsibilities:**

Under the direct supervision of the Country Programme Manager (CPM), UN-Habitat Sri Lanka, the incumbent will work under overall guidance of the Human Settlements Officer (HSO), ROAP, UN-Habitat and will be responsible to undertake the following activities:

#### **Representation of the Organization**

- Under delegation by CPM represent UN-Habitat at UN country team meetings and regular attendance to meeting of deputy representatives, meetings with the Government

and at various other forums and ensure garnering of support to the mandate and to the programmes of UN-Habitat in Sri Lanka.

- Establish collaboration and partnerships with key officials at all levels inside and outside the organization. Identify strategic areas of partnership with diverse stakeholders and find creative and innovative solutions to development challenges while appreciating political sensitivities.
- Support Country Programme Manager in developing, implementing, and evaluating programmes/projects.
- Contribute to formulation and development of concepts, proposals and innovative ideas and explore resource mobilization to advance UN-Habitat's mandate in Sri Lanka.

### **Programme Management**

- Supervise and provide technical and management support in thematic areas related to UN-Habitat mandate and strategic plan in line with United Nations Sustainable Development Cooperation Framework (UNSCF) of Sri Lanka and other activities; participate in advisory missions to carry out high level consultations and other activities aimed at development of urban sector policies, strategies, and programmes in consultation with CPM.
- Coordinate policy development, review the assessments of issues and trends, prepare evaluations or research activities and studies, and contribute to wider knowledge management initiatives within the organization (regional offices/excellence centres/HQs) and to external stakeholders in support to CPM.
- Ensure coherence amongst various projects and between programmes, by guiding respective programme/project managers and their teams to share common sets of strategic principles derived from UN-Habitat's strategic plan, normative work and performance standards.
- Support CPM in reviewing progress made, problems encountered, and concerns identified for four purposes: (i) to ensure that all projects are achieving their set targets, (ii) to promote synergy across the projects/programmes in terms of lessons learned (iii) maintaining coherence in implementation (especially where projects share a common geographical area), and (iv) to report periodically to ROAP.
- Peer review and supervise preparation of various written outputs, e.g., background papers, analysis, reports, studies and inputs to publications etc.
- Coordinate activities related to recruitment, budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and ensure preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Through advocacy and campaign work in the related field, develop and supervise the execution of priority projects and programmes in a cost effective and efficient manner to meet the expectations of governments, donors, partners and the organization.

### **Project Management**

- Contribute in supervision and ensure effective and efficient execution of projects, within the limit of the allocated resources, by providing appropriate technical support to projects through project design, field visits, training and evaluation, coordination and monitoring activities related to the following areas: effective advocacy, monitoring and partnership, participatory urban planning, management and governance, land and housing, environmentally sound urban infrastructure and services, and climate resilience.

### **Capacity Development**

- Provide capacity development support through documentation of knowledge management, tool development and by facilitating networking with partners and programmes that contribute to the enhancement of policy dialogues at UN-Habitat Sri Lanka and the region.

### **Qualifications:**

**Education:** An advanced university degree (Master's degree or equivalent) in architecture, civil engineering, urban and regional planning, economics, or physical sciences relevant to development and management of human settlements is required. A first level university degree in combination with qualifying two years of additional experience may be accepted in lieu of the advanced university degree.

**Work Experience:** A minimum of 10 years of progressive experience (with bachelor's degree) or 3 years progressive experience (with a master's degree) in human settlements projects and programmes at national level. Proven experience in human settlements development fields, projects/programme design and implementation with the UN or other international agencies is desirable.

### **Competencies:**

**Professionalism:** Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Strong analytical, conceptualization, reporting skills required. Should have advanced writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders.

**Teamwork:** Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning & Organizing:** Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

**Communication:** Excellent communication (spoken and written) skills in English and demonstrated ability to explain concepts and approaches in the field of expertise, as well as UN policies and procedures.

**Client orientation:** Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

**Global Mandates and Frameworks Knowledge:** Knowledge of Sustainable Development Goals, Paris Climate Agreement of 2015, New Urban Agenda, 2030 Agenda and other pertinent global mandates, their status and application.

**Language:** English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

### **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](mailto:employment@unhabitat.lk)

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2024-03).
- 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 Deputy Country Programme Manager VA No 2024-03.

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).*