



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
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**FOR A BETTER URBAN FUTURE**

## Vacancy Announcement (VA) No 2024-04

### **I. POSITION INFORMATION**

Post Title:	ICT Assistant
Duty Stations:	Colombo
Type of Contract:	LICA Grade 5 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Database Administrator
Contract Duration:	9 months with possibility of extension
Date of Advertisement	27 <sup>th</sup> March 2024
Date of Closing:	10 <sup>th</sup> April 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.

### **FUNCTIONS/KEY RESULTS EXPECTED**

Under the overall supervision of Programme Management Officer for south Asia, the ICT Assistant will report to Database Administrator and will contribute to all ICT related matters and management of the projects' databases.

The ICT Assistant will undertake the following specific tasks:

- Maintain all ICT related assets and keep proper records of relevant inventories.
- Provide ICT support to Colombo and field offices and resolve technical and system issues.
- Install windows, office365 and other relevant software as and when required.



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- Contribute to deploy an appropriate system, upon considering the project needs.
- Contribute to identify and deploy hardware/software system for the smooth running of the database and the ICT support systems.
- Support the project team in the production of necessary output reports, in a timely manner.
- Contribute to administer and ensure the security and integrity of data and the underlying systems.
- Contribute to training of the field IT Assistants and Database Operators and other project staff/stakeholders on the database, data capture, as well as other IT related aspects as required.
- Support to knowledge building and knowledge sharing through information sharing and document management.
- Contribute to provision of technical and database support to partner organizations, line Ministries and other UN-Habitat agencies in the region and promote knowledge building and knowledge sharing culture through the use of IT.
- Support in documentation of project reports and other relevant material.
- Liaise with relevant project stakeholders.
- Contribute to development and implementation of annual IT plan for the organization, in order to meet its objectives and use IT/human resources effectively.
- Contribute to continuous improvements to systems and databases in order to make sure that all systems are updated with the latest technology and meet the required industry standards.
- Undertake any additional tasks, which are deemed appropriate in carrying out the above, in assisting the National Project Manager.

## **QUALIFICATIONS**

### **Education**

Bachelor's degree in information and communication technology or equivalent in relevant field.

### **Work Experience**

Working experience in web and database solutions or in a similar capacity with the public sector, local governments, nongovernmental sector or international organizations. Experience within the UN system and familiarity with UN rules, regulations and procedures related to the ICT field will be advantageous.

### **Required Years of Work Experience**

At least 2 years of relevant work experience.

### **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.

### **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.

### **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 2024-04).
- 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 ICT Assistant VA No 2024-04.

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).*