

Vacancy Announcement (VA) No 2024-05

I. POSITION INFORMATION	
Post Title:	Senior Project Assistant – Stakeholder Engagement and Training
Duty Stations:	Colombo
Type of Contract:	LICA Grade 4 Level 4 (Contract, Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Project Manager
Contract Duration:	6 months with possible extension
Date of Advertisement	07 th May 2024
Date of Closing:	21 st May 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 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, Central and Uva provinces in conducting several medium to large scale housing and infrastructure projects involving civil construction through community participatory processes.

UN-Habitat is implementing a flagship programme called Resilient Settlements for the Urban Poor (RISE UP) aimed at increasing the resilience and socio-economic prosperity of urban poor communities in the Global South by 2030. The project focuses on reducing climate change risk-related disruptions to livelihoods and improving basic service provision for vulnerable populations living in informal settlements.

The project has two expected outcomes:

- Enhanced interregional knowledge exchange and strengthened capacities of national and local governments in Lao PDR, Madagascar, Sri Lanka, and South Africa to understand local multi-layered risks and vulnerabilities (climate change, biodiversity & urban) and develop appropriate response options.

- Strengthened capacity of national and local governments in Lao PDR, Madagascar, South Africa, and Sri Lanka to develop appropriate bankable climate action projects in support of the most vulnerable urban communities.

The Senior Project Assistant will support the project's objectives by coordinating with and promoting stakeholder engagement and support in training of stakeholders in conducting multi-layer vulnerability assessments and developing project concepts to access vertical funding.

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 Project Manager, the Project Assistant (PA) will undertake the following tasks.

Project Support

- Support in identifying project stakeholders, conducting stakeholder analysis, and facilitating capacity-building sessions to enhance stakeholder engagement strategies.
- Coordinate with project consultants, partners and stakeholders to ensure effective collaboration and communication
- Provide support in developing templates based on the selected UN-Habitat tools for rapid baseline assessment and guidance, ensuring consistency in approach.
- Support conducting rapid baseline assessments of existing policies, information, and data on local multi-layered urban risks and vulnerabilities.
- Facilitate interregional knowledge exchange activities among national and local governments, particularly focusing on the Colombo Municipal Council & Wattala-Mabole Urban Council.
- Facilitate capacity-building workshops and training sessions, and support the development of training materials and brochures.
- Contribute to the preparation of project reports, presentations, and communication materials to disseminate project outcomes effectively.
- Actively participate in day-to-day project implementation, ensuring alignment with expected results and the project work-plan by maintaining comprehensive task records.
- Assist in project monitoring and evaluation activities to track progress and identify areas for improvement.
- Facilitate and coordinate meetings with the Project Manager or other senior staff at relevant ministries, sub-national governments, and non-government agencies, and prepare detailed meeting minutes.
- Coordinate with project consultants, relevant ministries, sub-national governments, and non-government agencies to collect and submit relevant project documents
- Ensure the smooth flow of information within the project team and with external stakeholders.
- Share responsibilities for copying, collating, and distributing documents as required to support project activities.
- Collect relevant information required for the project and maintain records with a proper tracking system.
- Review the project plan regularly and provide feedback for continuous improvement.

Administrative Support

- Handle administrative tasks related to the operational aspects of the project, ensuring efficient and effective project management.
- Draft, type, and transmit correspondence (emails, letters, fax messages), including routine communiqués, reminders, acknowledgments, and replies to queries.
- Arrange appointments and field travel for project staff, ensuring logistical arrangements are made in a timely manner.
- Maintain project correspondence and communication channels, collecting, registering, and organizing all information on project activities.
- Receive, screen, and distribute correspondence, attaching necessary background information, and maintaining a proper filing system for all project-related documents.
- Manage information and records, including those related to travel arrangements, supply requisitions, and leave forms.
- Maintain filing and retrieval systems, including electronic files of emails and portfolios.
- Arrange logistics for project events, including venue booking, catering, and equipment setup.

QUALIFICATIONS

Education

A Diploma in Urban Planning/ Design, Architecture, Environmental Science, equivalent in relevant field will be advantageous.

Work Experience

Work experience in project coordination, preferably in the field of climate change adaptation, resilience building, or sustainable development. in the public sector, local governments, non-governmental sector or international organizations. 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:

With a Diploma minimum 3 years of work experience, with a bachelor's degree a lower work experience might be considered.

Language

Local knowledge of areas assigned and knowledge in English and the local languages will be 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 2024-05).
- 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 VA No 2024-05.

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).