



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

Vacancy Announcement (VA) No 2024-07

I. POSITION INFORMATION	
Post Title:	Gender and Communications Consultant
Duty Stations:	Colombo
Type of Contract:	LICA Grade 7 (Issued by UNOPS on behalf of UN-Habitat) Part time basis (50%)
Number of Positions:	1
Supervisor:	Country Programme Manager
Contract Duration:	6 months with possible extension
Date of Advertisement	15 th July 2024
Date of Closing:	29 th July 2024

BACKGROUND

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 is currently implementing projects , in the Western, Northern, Central, and Uva regions. The work encompasses managing a variety of medium to large-scale projects related to housing, infrastructure, environmental initiatives, and climate change adaptation.

UN-Habitat has launched a project supported by the Adaptation Fund aimed at enhancing climate resilience in Mullaitivu district. The project focuses on improving infrastructure, promoting climate-resilient agriculture, and boosting the socio-economic outcomes of vulnerable communities. These initiatives involve civil construction, capacity-building training, and are implemented through community contracts in collaboration with implementing partners.

Additionally, UN-Habitat is implementing a flagship program called Resilient Settlements for the Urban Poor (RISE UP), which aims to increase the resilience and socio-economic prosperity of urban

poor communities in the Global South by 2030—This project focuses on enhancing interregional knowledge exchange and strengthened capacities of national and local governments to understand local multi-layered risks and vulnerabilities, developing appropriate response options, and strengthening capacity of national and local governments to develop appropriate bankable climate action projects in support of the most vulnerable urban communities.

OBJECTIVES

The Gender and Communication Officer in Sri Lanka will facilitate effective communication and knowledge management within UN-Habitat Sri Lanka while ensuring the integration of gender considerations in program design and implementation, thereby enhancing the organization's visibility, promoting its mission and values, and advancing gender equality in all projects and activities.

RESPONSABILITIES AND EXPECTED OUTPUTS

Under the direct supervision of the Country Program Manager, the Gender and Communication Consultant will have a dual role encompassing both gender and communication responsibilities:

Responsibilities as Gender Consultant

- Support the integration of gender aspects in program design and implementation.
- Provide guidance and advice to the program management team on advocacy and technical issues related to gender mainstreaming in projects.
- Network and maintain dialogue with relevant stakeholders, especially government institutions, national and international development organizations, to ensure collaboration, synergy, and sharing of experiences on gender issues
- Develop a plan to create awareness among staff and partner communities and strengthen the capacity of UN-Habitat personnel on gender to systematically mainstream gender into assessments, planning, implementation, and monitoring.
- Collaborate with external partners, governmental agencies, and civil society organizations to promote gender mainstreaming in project initiatives.
- Support the monitoring, evaluation, and reporting on gender mainstreaming by ensuring the collection of relevant baseline information and the formulation of sensitive indicators.
- Develop concept notes and proposals to generate funding and strengthen existing and build new partnerships, including private sector organizations, to address gender issues in physical environments and urbanization.
- Support the preparation and dissemination of information related to gender issues and share lessons on best programming practices.
- Act as the Focal Point for the Forum Against Gender-Based Violence (FAGBV) and UN Gender Task Force (GTF), and UNSCDF ORG 5 Working Group
- As the Gender Focal Point (GFP) for UN-Habitat Sri Lanka, report on gender and related issues to the Regional Office for Asia and the Pacific (ROAP) and the Gender Coordination and Support Unit of UN-Habitat HQ as and when necessary.

Communication and Knowledge Management

- Develop and implement a comprehensive communication strategy for UN-Habitat Sri Lanka Country team and ongoing projects to strengthen visibility of UN-Habitat's activities and initiatives.
- Prepare articles, knowledge products, case studies and publicity materials for UN-Habitat Sri Lanka, including publications, video documentaries, and case studies.
- Maintain the UN-Habitat Sri Lanka website in coordination with the IT team.
- Develop and maintain knowledge management databases and document tracking systems.
- Monitor and collate all local and international news reports on UN-Habitat Sri Lanka and circulate them as instructed by the Country Program Manager.
- Act as a spokesperson to effectively communicate UN-Habitat's mandate, current and future roles, and projects to media, government entities, donors, and all other relevant parties.
- Represent UN-Habitat in the UN Communication Group.

Monitoring and Reporting

- Monitor and analyze communication activities' impact and effectiveness and make recommendations for improvement
- Support monitoring of project progress with, against work plans, identifying areas of concern, and recommending corrective measures
- Support preparation of high-quality progress reports to be submitted to authorities and donors through the relevant channels.

QUALIFICATIONS

Education

Bachelor's degree in sociology, development studies, economics, project management, communications and media, public relations, gender studies, or another directly related field.

Work Experience

Experience with the public sector, local governments, Non-Governmental or international organisations in a similar role. Extensive experience in community based development projects or programmes, including housing, infrastructure and environmental and climate change will be an added advantage. Should possess strong commitment to participatory processes, transfer of knowledge and skills, willingness to work in a team, and possess excellent coordination skills.

Required Years of Work Experience

Bachelor's Degree with 6 years of work experience is required.

Language Skills

English and French are the working languages for the UN Secretariat. Fluency in English and national language of the duty station required.

Strong writing and editing skills, with the ability to convey complex information in a clear and compelling manner.

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 2024-07).
- 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 Gender and Communications Consultant (VA) No 2024-07.

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).