



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

## Vacancy Announcement (VA) No 2025-01

### **I. POSITION INFORMATION**

Post Title:	National Project 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:	10 Months with possibility of extension
Date of Advertisement	23 <sup>rd</sup> January 2025
Date of Closing:	7 <sup>th</sup> February 2025

### **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 National Project Manager will be responsible to undertake the following activities:

#### **Project management:**

- Develop and define detailed projects scope, goals, and deliverables.
- Coordinate with line Ministries and government counterparts for obtaining necessary clearances and approvals.
- Create a detailed projects workplan outlining milestones, tasks, timelines, and responsibilities.
- Identify and manage projects risks, constraints and other issues that might impact projects quality, timeline, outputs, outcomes and impacts.

- Lead, coordinate, and support the projects team in Colombo and field offices, ensuring their roles and responsibilities are clearly defined and appropriately communicated.
- Foster a collaborative environment and maintain effective communication across all team members and stakeholders.
- Contributes to the preparation and management of projects' budget, ensuring resources are allocated efficiently against projects deliverables including projects startup, implementation and closure.
- Track projects expenditures and perform financial forecasting to ensure the projects stay within donor approved budget.
- Oversee the development and monitoring of the projects schedule.
- Ensure deadlines and milestones are met, adjusting plans as required to overcome challenges or delays that might affect projects implementation, quality, outputs, outcomes and impacts.
- Communicate regularly with stakeholders, ensuring they are informed of projects progress and developments.
- Seek donor and steering committee's approval, as required, on any changes in the projects plan, delivery or timelines.
- Manage expectations and resolve conflicts, disagreements and different opinions as they arise.
- Ensure the projects are aligned with stakeholders' requirements and expectations, whilst necessary and possible.
- Establish and uphold quality standards for projects deliverables, outputs, outcomes and impacts.
- Monitor progress and quality at every stage of the projects startup, implementation and closure.
- Ensure proper communications and visibility of the projects with the focus on promoting UN-Habitat mission, vision and mandates.
- Provide regular updates to management and if necessary to stakeholders, including progress reports, risk assessments, and performance metrics.
- Ensure proper documentation of decisions, progress, and outcomes of the projects.
- Ensure proper closure of the projects, including final reports, evaluations, and formal handover of deliverables to respective government partners, stakeholders or clients.
- Contributes to conducting end of the projects evaluations and communicating the lessons learned to staff and stakeholders.
- Any other tasks assigned by Organization/Supervisor

**Contribution to resource mobilization.**

- Contribute to the definition and implementation of the UN-Habitat Country Programme Document in Sri Lanka and sector strategy.
- Contributes to the initiation of new projects.
- Contributes to the concept notes, proposals and budgets for the new projects.

**Qualifications:**

**Education:** An advanced university degree (Master's degree or equivalent) in project management, architecture, civil engineering, urban and regional planning, economics, or physical sciences relevant to development and management of human settlements is required.

**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 project management, 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 2025-01).
- 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 National Project Manager VA No 2025-01.

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).*