



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

Terms of Reference

Vacancy Announcement (VA) No 2025-02

I. POSITION INFORMATION	
Post Title:	Senior Project Assistant-Environment and Climate Change
Duty Station:	Colombo
Type of Contract:	LICA Level 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Project Manager
Contract Duration:	8 months with possible extension
Date of Advertisement	4 th March 2025
Date of Closing:	26 th March 2025

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

These Terms of Reference will primarily focus on two projects. The first main project is implemented in the Mullaitivu District and aims at enhancing climate resilience. It project focuses on improving infrastructure, promoting climate-resilient agriculture, and boosting the socio-economic well-being of vulnerable communities. These initiatives involve civil construction, capacity-building training, and are implemented through community-based contracts in collaboration with implementing partners

The second is 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, develop appropriate response strategies, and support the development of bankable climate action projects for vulnerable urban communities. As part of this project, two Sri Lankan cities have been selected - Colombo Municipal Council and Wattala-Mabole Urban Council.

The project has two expected outcomes:

1. 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.
2. 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 integration of climate change and biodiversity into UN-Habitat's programming by assisting with vulnerability assessments, data collection, analysis, and mapping. Additionally, the Senior Project Assistant is expected to undertake environment and social safety audits of projects. The role also involves contributing to the development of climate change adaptation and mitigation interventions, as well as supporting the preparation of concept notes and project proposals as part of UN-Habitat's Country Team. The selected candidate will be expected to spend a part of his/her time engaging with Government stakeholders as and when required to ensure smooth progress in implementation of projects – in particular with the Ministry of Environment, Ministry of Urban Development, Housing and Construction and the Urban Development Authorities

RESPONSABILITIES AND EXPECTED OUTPUTS

The Senior Project Assistant, under the direct supervision of the National Project Manager and guided by the RISE Coordinator and Global Programme Manager, will undertake the following primary responsibilities to achieve the requested outputs

Support in Data Collection and Analysis:

- Assist in gathering climate, and environmental data from field surveys, government reports, and scientific studies.
- Organize and maintain datasets for analysis, ensuring accuracy and consistency.
- Support in preparing preliminary data summaries for vulnerability assessments.

Assisting in Multilayered Vulnerability Assessments:

- Help in identifying and documenting vulnerability hotspots in urban areas.
- Support the development of vulnerability profiles by compiling relevant information.
- Assist in mapping exercises and database management for assessing exposure, sensitivity, and resilience factors.

Support in City Climate Resilience Action Plans:

- Assist in preparing City Climate Resilience Action Plans and gender-responsive climate resilience projects.
- Support in drafting reports, policy documents, and concept notes based on assessment findings.

Coordination and Compliance Support for Adaptation Fund and Infrastructure Initiatives:

- Assist in coordinating field operations with executing entities and government counterparts.
- Help track project activities to ensure alignment with Adaptation Fund, UN-Habitat, and Environmental and Social Safeguard Systems (ESSS) requirements.
- Support in maintaining documentation, preparing compliance reports, and assisting with environmental and social safeguard assessments.

General Administrative and Project Support:

- Provide logistical and administrative support for project activities, including organizing meetings, workshops, and field visits.
- Assist in communication and coordination with stakeholders, ensuring timely follow-ups.
- Maintain project records, documentation, and reporting files for efficient project monitoring.

QUALIFICATIONS

Education

A Diploma or Bachelor's Degree in Life Sciences, environmental science or climate change.

Work Experience

Work experience in project coordination, preferably in the field of biodiversity, climate change adaptation, resilience building, or sustainable development. Applicants should have a strong commitment to the 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 of 3 years of work experience, with a Bachelor's Degree a lower work experience might be considered.

Language Skills

English and French are the working languages for the UN Secretariat. Fluency in English and national language of the duty station required. Excellent written and verbal communication skills in English; proficiency in Sinhala or Tamil is an asset.

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 2025-02).
- 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 Senior Project Assistant-Environment and Climate Change -(VA) No 2025-02.

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).