



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

### **Vacancy Announcement (VA) No 2026-03**

#### **I. POSITION INFORMATION**

Post Title:	Project Architect
Duty Stations:	Colombo
Type of Contract:	LICA Grade 6 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	National Project Manager
Contract Duration:	6 months with possibility of extension
Date of Advertisement	11 <sup>th</sup> June 2026
Date of Closing:	30 <sup>th</sup> June 2026

#### **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).

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, Western, Northern, Eastern, 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 National Project Manager (NPM), UN-Habitat Sri Lanka, the Project Architect will be responsible to undertake the following activities:

#### **Contribution to Implementation of the Country Programme**

- Lead design, planning and oversight of technical pillar on environment and climate change while contributing to other related technical pillars of the Country Programme Document.
- Lead and contribute to the identification and initiation of new project opportunities aligned with strategic priorities.
- Lead and contribute to the development of concept notes and project proposals for new initiatives.
- Contribute to the development of policy briefs and related knowledge products

### **Project Management and Support**

- Support in identifying project stakeholders, conducting stakeholder analysis, and facilitating capacity-building sessions to enhance stakeholder engagement strategies.
- Represent UN-Habitat in technical meetings and working groups, and preparation of relevant documentation
- 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 government counterparts
- Facilitate/conduct consultations, capacity-building workshops and training sessions and support the development of training materials.
- 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 and ensuring gaps identification and continuous improvement feedback cycles.
- Support project monitoring and evaluation activities to track progress and identify areas for improvement.
- Establish and uphold quality standards for projects deliverables, outputs, outcomes and impacts.
- Facilitate and coordinate meetings project team and other stakeholders at relevant ministries, sub-national governments, and non-government agencies, and prepare detailed meeting minutes.
- Ensure the smooth flow of information within the project team and with external stakeholders.
- Collect relevant information required for the project and maintain records with a proper tracking system.
- Regularly review project plans, drawings, BOQ's and specifications offering design- and planning-based feedback to support continuous improvement in implementation of construction components in projects ensuring building codes, safety standards and environmental sustainability principles.
- Contribute to the development of knowledge products.
- Contributes to conducting end of the projects evaluations and communicating the lessons learned to staff and stakeholders

### **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 communications, reminders, acknowledgments, and replies to queries.
- 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.
- Ensure proper collection, registration, and organization of all project-related information and documents.

**Education:** A Bachelor's degree from a recognized university in Architecture, Town and City Planning, Project Management, Physical Sciences, or any other discipline relevant to the planning, development, and management of human settlements is required. A Master's degree in a relevant field will be considered an added advantage.

**Experience:** A minimum of 4 years of progressive professional experience (with a Bachelor's degree) in architecture, urban planning, project management, or human settlements development at national level.

Proven experience in the design and implementation of human settlements, urban development, or infrastructure-related projects is required. Experience working with UN agencies, international organizations, government institutions, or the humanitarian/development sector will be an added advantage.

Experience in project coordination, stakeholder engagement, and contribution to project design and implementation is desirable.

**Technical skills:** Proficiency in AutoCAD, Revit, Sketch UP, GIS or other architectural design tools

#### **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:** Sound knowledge of global sustainable development and urban development frameworks, including the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), the Paris Agreement on Climate Change (2015), and the New Urban Agenda (NUA).

Understanding of their application in the context of sustainable human settlements, climate-resilient urban development, and inclusive urban planning is required. Familiarity with UN-Habitat strategic priorities and relevant global policy frameworks will be an advantage

**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 2026-03).
- 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>
- Your email's subject should be Application for the Post of Project Architect

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).*