



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

Vacancy Announcement (VA) No 2026-04

I. POSITION INFORMATION

Post Title:	Project Urban Planner
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 th June 2026
Date of Closing:	30 th 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 and the Sri Lankan web site at 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 Urban Planner will be responsible to undertake the following activities:

Contribution to Implementation of the Country Programme

- Lead design, planning and oversight of technical pillar on urban and rural development programming and 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 urban planning geospatial analysis, including data collection, mapping, and spatial data management for project planning and monitoring.
- Assist in preparing city level vulnerability and spatial assessments to inform project activities.
- Contribute actively to day-to-day project implementation and ensure conformity to expected results and project work-plan by recording task completion.
- Support project monitoring and evaluation.
- Represent UN-Habitat in technical meetings and working groups and preparation of relevant documentation..
- Support conducting rapid baseline assessments of existing policies, information, and data on local multi-layered urban risks and vulnerabilities.
- Coordinate with relevant ministries and non-government agencies for collecting and submitting relevant project documents.
- Facilitate project progress review inspections and meetings: identify gaps and plans continuous improvement and feedback cycles.
- Review the settlement plans and providing feedback for improvement.
- Facilitate/conduct consultations, capacity-building workshops and training sessions and support the development of training materials.
- Establish and uphold quality standards for projects deliverables, outputs, outcomes and impacts.
- Contribute to the development of knowledge products
- Contribute to conducting end of the projects evaluations and communicating the lessons learned to staff and stakeholders
- Any other tasks assigned by Organization/Supervisor

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.
- 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 Town and City Planning, Project Management, Architecture, Economics, 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 Town & City Planning, Project Management, Architecture, Economics, or Physical Sciences or related field.

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 GIS, or other urban planning tools is required.

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

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2026-04).
- 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 Urban Planner

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).