

Vacancy Announcement - Administration and Financial Assistant (Colombo)

I. Position Information	
Job Code Title:	Administration and financial assistant
No of positions:	1
Supervisor:	National Project Manager
Duty Stations:	Colombo
Duration:	12 months
Salary Scale:	In compliance with UN rules & regulations

II. UN-HABITAT
<p>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 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 main web site at www.unhabitat.org and the local web site at www.unhabitat.lk.</p> <p>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.</p> <p>Since its inception in 1978, UN-HABITAT has helped the development of human settlements policies in Sri Lanka and some of the major activities implemented include Sustainable Cities Programme / Urban Governance Support Project, Lunawa Lake Improvement Project, Rebuilding Communities in the North and East, Rebuilding Community Infrastructure and Shelter in Tsunami Affected Areas, Slum Upgrading Facility (Under-served Settlements Upgrading Programme).</p> <p>UN-HABITAT was the largest post-tsunami housing reconstruction Implementing Agency, and similarly in this post-conflict environment, UN-HABITAT anticipates a significant requirement for its specialist knowledge, expertise and local experience dating back to the 1970s.</p> <p>UN-HABITAT firmly believes professional & highly competent staff is integral to the success of implementation for all its programmes.</p>

III. Shelter Support to Conflict Affected IDPs in the North of Sri Lanka
<p>The recently concluded ethnic conflict in northern Sri Lanka has left 200,000 to 230,000 war-destroyed and damaged homes. The affected families have suffered from loss of permanent shelter, family assets and livelihoods and have been forced into poverty. Further they have suffered immense psychological trauma due to the conflict that has lasted over 2 decades.</p> <p>Permanent shelter is not only a family's most valuable asset, but also their main source of safety, security</p>

& dignity. It is vital that families are resettled urgently, using a community based empowerment methodology.

UN-HABITAT with financial assistance from the Government of Australia has formulated this project aimed at reaching over 1,000 beneficiary families in its first phase.

IV. Description of Duties (TOR)

Under the direct supervision of the Project Manager/Engineer Set-up finance and administration system and procedures for office in close consultation with the Project field team. The Colombo based Administration and financial assistant will supervise the overall financial & administrative work flow on behalf of the project manager.

Key responsibilities

- Implementation of operational strategies
- Support to effective and efficient functioning of the unit
- Support to administrative and logistical services
- Support to office maintenance and assets management
- Support to knowledge building and knowledge sharing

In particular, he / she will undertake the following tasks:

- Account for overall financial utilization of project & report on a regular basis as requested by the project manager
- Maintain records of all accounts and financial transactions (Computer & Physical)
- Liaise closely with the district team to ensure the efficient flow funds to beneficiaries
- Liaise closely with PMU to ensure the efficient flow disbursements / RFP's
- Provide accounting reports and statements as required
- Handle all petty cash transactions and main records
- Regularly update the comprehensive inventory
- Manage the fleet of vehicles for the project
- Oversee the supply of expandable office supply & Ensuring constant availability
- Maintain all staff personnel records
- Maintain all filing systems
- Assist the project team with general logistical issues
- Handle the meeting & mission related tasks
- Perform any other duties as required.

V. Requirements / Qualifications

Education: Candidate should have Minimum of secondary education, and full or part qualification in an administration relevant field will be advantageous.

Experience: At least five years experience in Admin/finance with the public sector, local governments, Non-Governmental sector or International Organizations. Experience with the UN-system is an added advantage.

He/She must have strong commitment to the participatory process, transfer of knowledge skills, willingness to work in a team, and posse's excellent coordination and communication skills.

Competencies & Skills Required: Experience in community centred development programmes

Fluency in English, and excellent communication & presentation skills are a must. Knowledge in local language will be advantageous.

In addition a high level of computer literacy is required.

Qualified Sri Lankan Nationals are requested to submit their resumes with names of two unrelated referees and a contact telephone number to employment@unhabitat.lk by 5th April 2010.

UN-HABITAT will only respond to shortlisted candidates. Qualified female candidates are encouraged to apply.