

# Vacancy Announcement - Database Operator

## I. Position Information

Job Code Title:	Database Operator
No of positions:	
Supervisor:	Engineer, Database / ICT Administrator
Duty Stations:	Vavuniya
Duration:	12 months
Salary Scale:	In compliance with UN rules & regulations

## II. UN-HABITAT

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](http://www.unhabitat.org) and the local 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 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).

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.

UN-HABITAT firmly believes professional & highly competent staff is integral to the success of implementation for all its programmes.

## III. Shelter Support to Conflict Affected IDPs in the North of Sri Lanka

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.

Permanent shelter is not only a family's most valuable asset, but also their main source of safety, security & dignity. It is vital that families are resettled urgently, & empowered, using a community based 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)

Working with the district project team and guided by the Database / ICT Administrator, the Database Operator will ensure the project beneficiary / financial disbursement information is updated and maintained in the database. He will ensure the day to day smooth operations of the database at field level, and also ensure backing up and securing the information contained therein.

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

- Input the data collected at the field level to the data base
- Ensure the payment information & disbursements are updated & represented in the database.
- Produce print copies of the information & have them signed and verified by the District Engineer.
- Maintain physical & computer based information in the project office.
- Make regular backups of the information in order to ensure the security & safety of the data.
- Support the project team in production of necessary output reports, in timely manner
- Support to knowledge building and knowledge sharing through the Information sharing & document management system
- Support in documentation of project reports, web & print based publicity material.

#### V. Requirements / Qualifications

**Education:** Candidate should have secondary education and an a diploma level qualification in IT or a related field.

**Experience:** Aleast three years of relevant working experience in Web / database solutions experience of development work in or with the public sector, local governments, Non-Governmental sector or International Organizations. Preference will be given to candidates with UN experience.

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 Web/Database Operation & IT solutions in a development context

Fluency in English, Local knowledge of areas assigned and knowledge in local language are a must.

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](mailto:employment@unhabitat.lk) by 30<sup>th</sup> January 2010.

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