

Vacancy Announcement - Monitoring & Reporting Associate

I. Position Information	
Job Code Title:	Monitoring & Reporting Associate
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 & dignity. It is vital that families are resettled urgently, & empowered, using a community based methodology.</p>

UN-HABITAT with financial assistance from the Government of Australia (AusAid) 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, working closely with relevant stakeholders including communities, government agencies, local government organisations, and staff of the District office, establish proper monitoring of the project activities as well as to document the information. Reporting component will include reports to the donor agency as well as for UN-HABITAT's internal usage.

It will be his/her responsibility to ensure the visibility of the project and the support provided by the donor agency as well as to draw lessons learnt from the project outcome. Liaison with media and dissemination of information is a key role of the Monitoring & Reporting officer. Extensive travel to project sites in north is required.

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

Monitoring:

- Establish a monitoring system, both at the project/ local governments and community (participatory monitoring) levels by developing criteria, qualitative and quantitative, i.e. the number of beneficiaries, including the number of women & children benefited from the project.
- Monitor progress against work plan, identify areas of concern, and recommend corrective measures.
- Collect and consolidate the data to feed into the reporting
- Undertake interviews with beneficiaries and prepare case studies; with photos to be included in the progress reports.

Reporting:

- Prepare bi-weekly progress reports gathering information and photos from the field to be submitted to UN-HABITAT & Donor cleared by the project Manager
- Draft project reports as requested.
- Lessons learnt from the project implementation, in particular from the perspective of reconstruction continuum.
- Provide any relevant information as requested from UN-HABITAT or the donor agency.

Public Relations:

- Facilitate in preparation of press releases; organization of press conferences reporting on the progress made by the project.
- Facilitate any interviews by media in the field.
- Facilitate the project ensure good relationships with donors and media.
- Ensure to have visibility for the donor, i.e. sign board etc.
- Monitoring & collating all project material and related media reports

Undertake any additional tasks, which are deemed appropriate in carrying out the above, in assisting the Project Manager.

V. Requirements / Qualifications

Education:	<p>Candidates should have a Bachelor's Degree in sociology, development studies, economics, project management or relevant field.</p> <p>A post-graduate qualification in a related field will be advantageous.</p>
Experience:	<p>8 years Experience (post-qualification) of development work in or with the public sector, local governments, Non-Governmental sector or International Organizations. Candidate will have extensive experience in developing, implementing and monitoring community development programmes. Experience with the UN-system is an added advantage.</p> <p>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.</p>
Competencies & Skills Required:	<p>Experience in community centred development programmes</p> <p>Fluency in English, and excellent communication & presentation skills are a must. Local knowledge of areas assigned and knowledge in Tamil language will be advantageous.</p> <p>In addition a high level of computer literacy is required.</p>

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.