

Vacancy Announcement - National Project Manager

I. Position Information

Job Code Title:	National Project Manager
No of positions:	1
Supervisor:	Senior Human Settlements Officer, ROAP
Duty Stations:	Colombo
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 and the local web site at 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 (AusAid) has formulated this project aimed at reaching over 1,000 beneficiary families in its first phase.

IV. Description of Duties (TOR)

The NPM will be totally responsible for the implementation of the project that includes planning, project implementation, monitoring and evaluation, reporting and financial management. He/She will work closely with relevant stakeholders including communities, government agencies, local government organizations, and with the staff of the district & Colombo office coordinating project activities in the designated districts. He will also function as the convenor of the Steering Committee.

In particular, he / she will undertake the following tasks at the District level where designated:

- Ensure effective project management & timely delivery of outputs
- To set up project offices and its management structure and delivery and support systems for the project
- Prepare a project inception report which will include the detailed project work plan;
- Ensure effective management of the project budget and supervise the financial administration of the project;
- Supervise the compliance of the project activities with the objectives and strategy of the project and ensure timely delivery of activities;
- Provide technical advice on the implementation of the project at all levels;
- Ensure empowerment of the affected community members to identify & articulate their needs & prioritise through participatory process;
- Prepare the required progress reports, project performance reports, financial reports and the project completion report; in liaison with PMU & HPM office
- Coordinate & liaise with relevant Government, Non Governmental agencies, Donor and key stakeholders
- Ensure the visibility of the project and the donor contribution;
- Undertake any additional activity, which is deemed appropriate in carrying out the above.

V. Requirements / Qualifications

Education: Candidates should have a Master's Degree in the field of Engineering, Sociology, Social Sciences, Urban Planning, Architecture, Public administration, or an equivalent degree.

Experience: Minimum 10 years experience of development work at managerial level in or with the public sector, in particular local governments, Non-Governmental sector or International Organizations. The Manager will have extensive experience in developing, implementing and monitoring community development programmes and delivering housing reconstruction, infrastructure work and initiation of livelihood programmes. Experience with the UN-system is an added advantage.

Candidates with knowledge and experiences working in the City/District to be assigned will be preferred. He / she must have demonstrated a strong commitment to the participatory process, transfer of knowledge skills, willingness to work in a team, and possess excellent coordination and communication skills.

Competencies & Skills Required: Excellent communication and proven leadership skills as a team leader and excellent mediating and facilitating skills are essential.

Experience in community centred development programmes

Fluency in English, and excellent linguistic & presentation skills are a must. Local knowledge of areas assigned and knowledge in Tamil will be given preference.

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 30th January 2010

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