

# Vacancy Announcement - Programme Assistant (Colombo)

## I. Position Information

Job Code Title:	Programme Assistant
No of positions:	1
Supervisor:	Project Manager
Duty Stations:	Colombo
Duration:	10 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. Disaster Resilient City Development Strategies for Sri Lankan Cities

Post-Tsunami and frequently occurred floods and landslides experience learnt that, apart from traditional autonomous community coping mechanisms and post disaster emergency relief work, virtually no adequately functioning disaster risk reduction and response systems with readily available delivery mechanisms exist at municipal councils/local authorities. This is even more evident in municipal annual work plans and budgets, which suggest no serious attention has been made for DRR initiatives in regulations, standing orders, building codes and guidelines, land use plans and development plans at city levels. These institutions are the front line implementers of making sustainable human settlements as well as front line recipients of disaster impacts.

Weak institutional structures and archaic management systems of local authorities are major observable contributing factors for poor response to disasters at the local level. Acute shortfall in professionalism and competencies in local authorities to respond to natural disasters is further aggravated by a serious lack of staff confidence and direction to new managerial knowledge, competencies and skills to handle their tasks in DRR related activities.

#### **IV. Description of Duties (TOR)**

Under the direct supervision of the Project Manager assist the project team in programme & administrative support as outlined:

##### **Programme Support:**

- Formatting and updating project briefs and project documents.
- Keeping track of project concepts, briefs, proposals, documents and revisions.
- Assisting in project monitoring and evaluation.
- Preparing/Drafting and maintaining project reports, including project databases on planned, ongoing and completed projects.
- Preparing presentations, using Power Point or other presentation techniques.
- Organizing and supporting workshops and training programmes.
- Maintain strong and close contacts with project partners to ensure effective coordination of the project activities
- Facilitate project manager to liaise with project field staff and project partners
- Undertaking field visits.

##### **Administrative Support:**

- Handling administrative tasks on the operational aspects of the project.
- Drafting, typing and transmitting correspondence (letters, e-mails, faxes etc) including routine communiqués, reminders, acknowledgements, replies to queries, request for documentation/information.
- Arranging appointments and field travel.
- Managing information and records, including those related to travel arrangements, supply requisitions and leave forms.
- Maintaining filing and retrieval systems and computer files (such as electronic filing of e-mails and the portfolio)
- Maintain records and correspondence with field project officers and project partners
- Ensuring the smooth flow of information to the HPM, PMU & the Regional offices.
- Maintaining budgets and budget documents.
- Sharing responsibilities for photocopying, collating and distributing materials and documents, as and when required.
- Attending to phone calls, including taking messages and answering queries.
- Liaising with Government, NGOs and stake holders in matters related to project implementation.
- Performing other tasks deemed appropriate and necessary by the Habitat Programme Manager.

<b>V. Requirements / Qualifications</b>	
<b>Education:</b>	Candidate should have Minimum of secondary education; a degree level qualification in the field of urban planning will be advantageous.
<b>Experience:</b>	<p>At least 3 years of experience in program development &amp; implementation with the public sector, local governments, Non-Governmental sector or International Organizations. Experience with the UN-system is an 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>
<b>Competencies &amp; Skills Required:</b>	<p>Experience in community centred development programmes</p> <p>Fluency in English, and excellent communication &amp; presentation skills are a must.</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](mailto:employment@unhabitat.lk) by 24<sup>th</sup> January 2012

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