

DESCRIPTION OF ASSIGNMENT

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

- 1. Country of Assignment:** Sri Lanka
- 2. Agency Name/ Host Institute:** Office of the UN High Commissioner for Human Rights (OHCHR)
- 3. Volunteer Category:** National Specialist
- 4. Number of Volunteer:** 2
- 5. Duty Station, Country:** Colombo and outstation travel as required
- 6. Duration (in months):** 6 months
- 7. Expected Starting Date:** Immediate

8. Living Conditions:

Colombo is situated on the Western Province of Sri Lanka and is the commercial capital of the country. Colombo is located on the west coast of the island and adjacent to the administrative capital, Sri Jayawardenepura, Kotte. The climate is fairly temperate throughout the year but humidity is usually high. From March to April the temperature averages around 31 degrees Celsius (88 degrees Fahrenheit).

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The only major change in the Colombo weather occurs during the monsoon seasons from May to August and October to January when heavy rainfall occurs.

Sri Lanka became a member of the United Nations on 14 December 1955.

9. Assignment Type: Family Assignment

Assignment Details

10 Assignment Title: Programme Support Officer

11. Organizational Context & Project Description:

The Office of the High Commissioner for Human Rights (OHCHR) is mandated to promote and protect the enjoyment and full realization, by all people, of all rights established in the Charter of the United Nations and in international human rights laws and treaties. OHCHR is guided in its work by the mandate provided by the General Assembly in resolution 48/141, the Charter of the United Nations, the Universal Declaration of Human Rights and subsequent human rights instruments, the Vienna Declaration and Programme of Action the 1993 World Conference on Human Rights, and the 2005 World Summit Outcome Document.

The project is in partnership with Human Rights Commission of Sri Lanka which is mandated to investigate violations of Human Rights and has large data emerging from their work.

This project aims at supporting the Human Rights Commission of Sri Lanka to have a simple electronic system to document in a streamlined manner complaints and related information of Human Rights Violations. This information will be used for the purpose of establishing a searchable perpetrator-base capacity. Perpetrator-based data can be used for multiple purposes in the context of peacebuilding and transitional justice processes.

The UN Volunteer will be directly working with the Commission.

12. Sustainable Development Goals: 16. Peace, Justice and Strong Institutions

13.UNV Focus Area: Peace building

14.Task descriptions

Under the overall supervision of the Chairperson of the Human Rights Commission of Sri Lanka, and the direct supervision of the relevant Human Rights Commissioner, the national UN Volunteer will undertake the following tasks:

- Review the case files provided by the Commission and categorize them based on given instructions;

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- Enter the case files in electronic format provided;
- Conduct research using a list of secondary sources and submit summary reports, as needed and instructed by the supervisor;
- Exercise extreme confidentiality in dealing with the information. Breach of confidentiality will be taken seriously and may result in disciplinary action;
- Provide coordination and administrative support to achieve the outputs of the Commission as well as its day-to-day administration;
- Support monitoring activities of the Commission and related projects;
- Support knowledge building and sharing processes by documenting lessons learnt, best practices, processes and challenges;
- Prepare meeting minutes and other supporting documents as needed;
- Perform other related tasks as required.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

15. Results/Expected Outputs

- Effective and timely support provided to the Commission;
- The electronic information system of the Human Rights Commission of Sri Lanka is developed and specific violations identified;
- Reports of secondary research are submitted to the Commission in required format;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

Qualifications / Requirements

16. Education – Required Degree Level: Bachelor's degree

17. Type of degree: Bachelor's degree in Law, Social Sciences, International Relations, peace and conflict studies or any other related field;

18. Required Experience: Minimum of Two years of work experience

19. Experience Description:

- At least 2 years' experience in in the field of human rights, social justice or related fields
- Previous experience working with vulnerable groups will be an advantage;
- Research, coordination and/or administrative experience;
- Demonstrates excellent diplomacy skills, especially under pressure;
- Responsible and accountable, with good capacity to work on sensitive issues;
- Good knowledge of databases, data entry systems, familiarity with excel spreadsheets
- Experience in the use of computers and office software packages;
- Good inter-personal skills;
- Ability to work individually and in teams with people at all levels;
- Creativity and flexibility;
- Confident and Pro-active;
- Excellent time-management skills;
- Detail-oriented with ability to work under pressure

20. Language Skills: Strong oral and written skills in English and Sinhala are essential; Tamil would be an advantage

21. Areas of Expertise: Democratization, elections and governance

22. Need Driving License: No

23. Competencies and Values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;**
- **Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.**

Conditions of Service and other information

24. Conditions of Service: A six- month contract; with subsequent contract extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of LKR 77,366 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and a resettlement allowance for satisfactory service.



25. How to Apply:

Submit your CV with a cover letter (in English) and telephone/email contact information by email to info@unvfk.org clearly indicating the **post title "Programme Support Officer"** in the **subject line of the email**, or by post to the address below clearly indicating **the post title on the top left hand corner of the envelope** and ensure it reaches the address below by **Wednesday, 14th March 2018**.

United Nations Volunteers,
202 – 204 Baudhaloka Mawatha
Colombo 07

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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