

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:** United Nations Development Programme
- 3. Volunteer Category:** National Specialist
- 4. Number of Volunteer:** 1
- 5. Duty Station, Country:** Nuwaraeliya (Walapane), Sri Lanka
- 6. Duration (in months):** 06 Months
- 7. Expected Starting Date:** Immediate
- 8. Living Conditions:**

Walapane is situated in the Nuwaraliya district of Central Province. Walapane is located on mid country of the island and is adjacent to the administrative capital, Nuwaraeliya. The climate in Walapane is cool, it has a subtropical highland climate and the temperature ranges from 24 °C to 16 °C throughout the year.

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

9. Assignment Type: Family Assignment

Assignment Details

10 Assignment Title: Admin and Knowledge Management Officer

11. Organizational Context & Project Description:

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges.

UNDP - Sri Lanka, World Food Programme - Sri Lanka, and Ministry of Mahaweli Development and Environment agreed to jointly implement the remaining activities of "Addressing Climate Change Impacts on Marginalized Agricultural Communities Living in the Mahaweli River Basin of Sri Lanka" (C-CAP II) Project funded by the Adaptation Fund from October 2017 to January 2019.

The overall objective of the project is to secure community livelihoods and food security against climate change-induced rainfall variability leading to longer droughts and more intense rainfall. To directly address these climate-induced impacts, the project proposes to; 1. Develop household food security and build resilient livelihoods for rain-fed farming households; 2. Build institutional capacity in village, local, regional service delivery to reduce risks associated with climate-induced rainfall variability in Medirigiriya, Lankapura and Walapane Divisional Secretariat Divisions (DSDs) in Polonnaruwa and Nuwara Eliya districts. The project will deliver tangible impacts on the ground that include increased local availability of food, livelihoods that can withstand current climate shocks, more information on risks and adaptive strategies, better connectivity to early warning and risk forecasting and, importantly, an efficient and informed agriculture extension service. The project outcomes and outputs are designed to address specific vulnerabilities faced by rain-dependent farmers; strategies to overcome dry season food and income security; introduction of diversified income sources to broad-base risk, improved water storage and irrigation to overcome uncertainty of rainfall, improved soil quality and fertility for increased production, and timely, quality agriculture advice and extension.

At present UNDP deployed two field consultants in Walapane and Madirigiriya DS Divisions in order to coordinate field activities pertaining to the project. The project is expected to generate knowledge and series of scientific data which needs to be captured, store and analyze for effective knowledge management of the project. Since the project at its last year of implementation, knowledge management found to be critical in terms of creation of new

knowledge, capturing best practices, sharing lessons learned and raising the visibility of the project etc.

12. Sustainable Development Goals: 13. Climate Action

13.UNV Focus Area: Community resilience environment & disaster reduction

14.Task descriptions

Under the direct supervision of Technical Coordinator of C-CAP II Project, the UN Volunteer will undertake the following tasks:

- Planning, design and implementation of the learning and Knowledge Sharing aspect of the Project.
- Creating project workspaces for documents and database management
- Capture the activities dedicated to best practices and lessons learned, and raising the visibility of the project – both internally and externally.
- To disseminate project results within and beyond the project intervention zone through existing information sharing networks and forums at the district and sub district levels.
- Closely work with the Divisional Consultant of UNDP and Divisional staff of Ministry of Mahawali Development and Environment based at the respective DS Offices.
- Work proactively with external project partners, UNDP consultants/agencies to identify opportunities for capturing and sharing knowledge, and disseminating information about progress and results.
- Identify media stories, edit and writes stories/case studies.
- Facilitate production of video documentary as necessary for capturing project results
- Ensure that the project web page is updated and maintain regularly.
- Introduce effective document management system and maintain the project documents and files.
- Support the field team on logistic requirements to deliver project activities such as trainings and workshops
- Support the field team on documentation, minutes and report compilation.
- Assist in any other project tasks assigned by the Technical Coordinator for the operation of the C-CAP II project.

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

- Minimum 10 stories/case studies developed
- Well-maintained documentation system established at the field office.
- Administrative and logistical support adequately provided to the project team
- Project database and website updated and maintained
- Good relationship established with project stakeholders, including the government counterparts, consultants, and the project team
- 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:** Bachelor's degree
- 17. Type of degree:** Journalism, communication, ICT or related area of experience
- 18. Required Experience;** 2 years of prior work experience
- 19. Experience Description:** Experience with editing and writing stories and case studies, database management, performing administrative tasks and familiarity with financial procedures is desirable
- 20. Language Skills:** Strong spoken and written English skills is essential; Sinhala and/or Tamil will be an advantage.
- 21. Areas of Expertise:** Communication, mass media and art
- 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 6-month contract; with subsequent contract extensions subject to availability of funding, operational necessity and satisfactory performance.

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 **Rs 73,666** 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 application following the link below:

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=14731&hrs_jo_pst_seq=1&hrs_site_id=2

or send us your CV and cover letter by post to the address below clearly indicating the post title “**Admin and Knowledge Management Officer**” on the top left-hand corner of the envelope and ensure it reaches the address below by **Monday, 02nd April 2018**.

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.