

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:** 2
- 5. Duty Station, Country:** Colombo, Sri Lanka
- 6. Duration (in months):** 6 months
- 7. Expected Starting Date:** Immediate – October 2017

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). 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: Non-Family Assignment

Assignment Details

10 Assignment Title: Research and Coordination Assistant

11. Organizational Context & Project Description:

Following many changes in context in Sri Lanka since 2015, and the universal commitment made in September 2015 to ensure the achievement of sustainable development by 2030, UNDP embarked on a process of re-defining the alignment and strengthening the design of its access to justice/ rule of law, human rights, Parliamentary support and peacebuilding portfolio.

UNDP from 2017 will support Sri Lanka with innovative programmatic and operational design and implementation of priority actions identified in key policy frameworks and plans. To this end, UNDP will work in collaboration with several stakeholders, including government, semi-government, civil society, private sector, UN agency and development partners and through increased engagement with the people of Sri Lanka, on the above mentioned inter-linked and complementary thematic areas of focus, to provide integrated and high quality technical advisory and support services.

Against the above-mentioned backdrop, UNDP Sri Lanka seeks to recruit two Research and Coordination Assistants to provide support to the Ministry of Foreign Affairs to strengthen its research and coordination efforts in relation to its engagement with the United Nations, and the wider peacebuilding process in Sri Lanka, including its role as the Co-Chair of the Sri Lanka Peacebuilding Board.

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

13.UNV Focus Area: Peace building

14.Task descriptions

The UN Volunteer will perform the following tasks under the direct supervision of the *Director General- US, UN and Canada of the Ministry of Foreign Affairs* and the *UNDP Technical Specialist- Peacebuilding & Reconciliation*, with overall accountability to the Programme Manager UNDP.

- Support the coordination of activities within the United Nations, Multilateral Affairs & Conferences, and Human Rights & Reconciliation Division
- Support the Division/Ministry of Foreign Affairs with the coordination of activities funded by the UN Peacebuilding Fund, with the UN system.

- Support to ensure effective coordination between the Ministry and the Peacebuilding Fund Secretariat (anchored under the UN Resident Coordinator's Office), with regards to the work of the Peacebuilding Board.
- Coordinate meetings and discussions within the Ministry and with external partners, and ensure effective documentation of meeting/discussion records.
- Provide research support and draft analytical reports for the Ministry on identified priorities relating to the peacebuilding and reconciliation process in Sri Lanka and legal, development and human rights issues in Sri Lanka.
- Assist the timely preparation of Briefing Papers and reports required by the Ministry, in keeping with stipulated guidelines.
- Support the Ministry with maintaining documentation/records relating to the work of the Division, the Peacebuilding Board, and wider peacebuilding process.
- Undertake any other priority tasks assigned by the Director- General.

Furthermore, UN Volunteers are required to:

- Liaise with the UNDP Technical Coordinator/Specialist in preparation of donor reports (where relevant).
- Attend monthly meetings with the UNDP Programme Manager and Technical Specialists for updates on progress of assignment and performance goals.
- 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;
- Participate in learning and exposure opportunities provided by UNDP for career development.
- 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

- Efficient coordination of relevant activities within the Ministry of Foreign Affairs, and with its partner institutions (Government and non-government)
- Effective research and analysis of data in support of priorities identified by the Ministry of Foreign Affairs

- High quality preparation of documentation (including correspondence) required by the Ministry.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- 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: Development Studies, Law, International Relations, Economics, Peace and Conflict Studies, Social Sciences, or any other related field

18. Required Experience: minimum years of experience 2 years

19. Experience Description:

- Previous relevant work experience i.e.in the peacebuilding, human rights, humanitarian, or development sector;
- Experience conducting research.
- Knowledge in data analysis
- Good organizational skills;
- Excellent communication and coordination skills;
- Experience in the usage of computers and office software packages, especially excel, word and Power Point, and knowledge of new technologies would be an added advantage
- Experience working in cross-cultural environments is an asset; and
- Good inter-personal skills

20. Language Skills: Excellent spoken and written English skills are essential; Sinhala and/or 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 59,650 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

These posts are open only to Sri Lankan nationals.

Interested candidates should submit their CV with a cover letter (in English) and telephone/email contact information by email to info@unvfk.org clearly indicating the host agency and post title "**UNDP- MFA-Research and Coordination Assistant**" 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 **Sunday 01 October 2017**

United Nations Volunteers

202-204 Bauddhaloka Mawatha

Colombo 07

Only short-listed candidates will be contacted and invited for an interview

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.