



United Nations Volunteers (UNV) Unit

Terms of Reference

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|--------------------------------|----------------------------------------------|
| Title: | V-Awards Assistant (Internship) |
| Duration: | 6 Months (Full Time) |
| Location: | UNV Peacebuilding Fund Team - Colombo |
| Expected Starting Date: | Immediate (March) |
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| Application Deadline: | 15th February 2018 |

Under the overall supervision of the Programme Manager and direct guidance of the Advocacy and Outreach Coordinators, the intern will be expected to provide support to V-Awards related activities.

The candidate is expected to work on a daily basis with colleagues in the UNV PBF Team, UNV FU, Maharaja Network and regularly with other UN Agencies and the general public.

Duties & Responsibilities

- Support/organize meetings with V-Awards judges; preparation of briefing kits and organize evaluation processes
- Update/maintain the applications and store them securely
- Facilitate the completion of the evaluation/judging process
- Assist in organizing the V-Awards 2018
- Assist in writing press releases and feature articles related to V-Awards 2018
- Support in scheduling meetings with stakeholders as required
- Prepare and takedown minutes for meetings with stakeholders
- Liaise with UNDP communications unit for press releases and other media features
- Assist in preparing outreach material for social media, print media and electronic media
- Dispatch documentation/promotional material ensuring proper process is followed and originals retained and filed.
- Focal point for responding to public queries on V-Awards
- Coordinate and schedule meetings ensuring necessary arrangements are organized
- Assist the UNV PBF team with any other duties assigned

Qualifications and Experience

- Pursuing final year / awaiting results of University Degree in the field of social sciences, international development, project management, law, humanities, public/business administration and/or any relevant field.
- Experience in event management, project development, coordination and/or resource mobilization
- Excellent command of written and spoken English required and proficiency in Sinhala and/or Tamil is an advantage
- Ability to think and work logically and work precisely with attention to detail
- Initiative, sound judgement and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds
- Competency and proficient knowledge in social media (i.e. Facebook, Twitter and YouTube). As well, full ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, and Internet).

Competencies

- Proactive
- Self-organizer with respect for deadlines
- Team Player
- Excellent writing skills
- Quick learner
- Able to facilitate activities
- Good computer skills (Microsoft Office, Illustrator, Photoshop etc.)
- Polite and outgoing

Application Process: Interested candidates should submit their CV with a cover letter (in English) and telephone/email contact information by email to manoli.desilva@undp.org clearly indicating the post title “*V-Awards 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 **Thursday, 15th February 2018** United Nations Volunteers 202-204 Bauddhaloka Mawatha Colombo 07.

Only short-listed candidates will be contacted. United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns or their sponsoring institutions.