



## 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 Missing Persons
- 3. Volunteer Category:** National Specialist
- 4. Number of Volunteer:** 1
- 5. Duty Station, Country:** Colombo, Sri Lanka
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** 1 June 2018

### **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 all 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 rainfalls occur. Sri Lanka became a member of the United Nations on 14 December 1955.

**9. Assignment Type:** Family Assignment

### **Assignment Details**

**10 Assignment Title:** Admin & Coordination Associate

### **11. Organizational Context & Project Description:**

The Office on Missing Persons (OMP), established by the Office on Missing Persons Act No. 09 of 2016 is an independent Office and the first of the reconciliation mechanisms established by the State. The tasks of the OMP as provided in the Act includes tracing the whereabouts of the disappeared, provide redress to victims and families of the missing and disappeared during different periods of conflict and political upheavals in the country, and is also tasked with the responsibility of forwarding recommendations for non-recurrence to the State. The members of the OMP were appointed in February 2018 and are currently engaged in the process of commencing the operations of the OMP and establishing its office.

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

**13.UNV Focus Area:** Peace building

### **14.Task descriptions**

Under the direct supervision of the Commissioners, the UN Volunteer will undertake the following tasks:

- Support the day-to-day administrative operations and logistics;
- Supporting the members in the setting up of a well-organized Secretariat;
- Support the resolution of problems related to project planning and management;
- Liaising with Ministries and Government departments to support the work of the institution;
- Support the drafting, reviewing and finalizing of policies on Administration, Finances and Accounting, IT, Human Resources, and Logistics;
- Support the facilitation of meetings, conferences, and other special events.

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**

- All administrative related material sourced, and set up at the institution;
- Efficient administrative and coordination support provided to the institution;
- 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:** A bachelor's / undergraduate level qualification in Business Management, Information Technology, Accounting/Finance or relevant subject area is preferred;

**18. Required Experience:** minimum 2 years of experience

**19. Experience Description:**

- A working knowledge on Transitional Justice, Human Rights and Reconciliation issues, and a strong commitment to human rights
- Experience in administrative and coordination related activities.
- Experience using Microsoft Office and relevant software packages that support administrative and coordination activities
- Strong organizing skills as well as the ability to solve problems and exercise good judgment;
- Good inter-personal skills;
- Experience working in cross-cultural environments an asset
- Ability to work individually and in teams with people at all levels
- Creativity and flexibility
- Confident and Pro-active

**20. Language Skills:** Demonstrated strong oral and written communication skills in English, and Sinhala and/or Tamil;

**21. Areas of Expertise:** Legal affairs *Please click the hyperlink [here](#) for the details*

**22. Need Driving License:** No

**23. Competencies and Values: Exceptional written and oral skills**

- 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 12-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**

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@unv.lk](mailto:info@unv.lk) clearly indicating the post title “**Admin & Coordination Associate**” 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, 3<sup>rd</sup> May 2018**.

**United Nations Volunteers**  
**202 – 204 Baudhaloka 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.*