

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:** UNDP - Environment Sustainability and Disaster Resilience
- 3. Volunteer Category:** National Specialist
- 4. Number of Volunteers:** 1
- 5. Duty Station, Country:** Colombo
- 6. Duration (in months):** 05 months (From May – Oct 2018)
- 7. Expected Starting Date:** As soon as possible
- 8. Living Conditions:**

Colombo is situated in 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 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: Project Support Assistant

11. Organizational Context & Project Description:

In Sri Lanka, an island country where over 75% of the population lives in rural areas with agriculture as the primary source of livelihood, the impacts of climate change are significant amongst the marginalized groups, including women who are among those most affected as they traditionally manage household water, family gardens and livestock and are therefore in the frontline of managing impacts of hazards.

In 2007, Sri Lanka completed its National Capacity Self-Assessment (NCSA) in order to identify the priority cross-cutting capacity development (CCCD) needs of the country to meet and sustain obligations under the three Rio Conventions. This proposed project was developed in response to many of the top priorities identified in the NCSA, such as the need to enhance capacity to integrate (mainstream) environment concerns into sectoral and cross-sectoral policies and programmes of public agencies. Another top priority was to strengthen the capacity and system of environmental data and information management and sharing to facilitate more informed decision-making to meet Rio Convention obligations. This strengthened information system would serve to inform decision-making across sectors on environmental priorities and create synergies and partnerships that aid achievement of Rio Conventions obligations.

The project is strategic in that it responds to a targeted set of underlying barriers to environmental management towards the goal of meeting and sustaining global environmental outcomes. Specifically, the project will catalyze cooperation and coordination that has previously been limited by narrow institutional mandates and obsolete methods of analysis and decision-making. This project will facilitate new partnerships between policy and decision-makers across environmental focal areas and socio-economic sectors while actively engaging

other key non-governmental stakeholders. While an integrated system of environmental data and information management is not necessary innovative, such a system does not exist in Sri Lanka. Data and information exists, but within institutions with institutionalized barriers against sharing.

UNDP's focus is helping countries build and share solutions to the challenges of:

- Democratic Governance;
- Poverty Reduction;
- Crisis Prevention and Recovery;
- Environment and Energy;
- HIV/AIDS.

UNDP helps developing countries attract and use aid effectively. In all its activities, it encourages the protection of human rights and the empowerment of women. UNDP focuses on key development issues, providing measurement tools, innovative analysis and often controversial policy proposals. In all its operations, UNDP well-coordinated and inclusive approach seeks to ensure the most effective use of UN and international resources.

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12. Sustainable Development Goals: Sustainable Cities and Communities

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

14.Task descriptions

Under the direct supervision of the Technical Coordinator, the UN Volunteer will undertake the following tasks;

- Provides administrative support to the Project Implementation Unit.
- Support the preparation and update of project work plans, budgets and briefs and other documents as necessary;
- Provide logistical support for Project Board meetings, workshops, and other meetings as tasked by the project;

- Maintain up-to-date files and records of project documentation;
- Support the timely preparation and submission of progress reports, project reviews, financial reports, programme evaluations, and any other required project reports;
- Ensure the timely and smooth implementation of all project logistics;
- Assist in operations, financial resources management, human Resources Management, efficient procurement and logistical services;
- Support forward-looking information and communication management;
- Assist in procurement processes; assist the Project Management Unit in preparation of ToRs for consultants and service provider contracts;
- Perform any other tasks assigned by the supervisor.

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

- The key results will support the smooth functioning of the finance, procurement, recruitment, logistics, transport and administrative functions of the project, in accordance with UNDP policies and procedures.
- 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: Finance and Administration, Business Management, International Relations, Public Relations, or related field.

18. Required Experience: minimum 2 years of experience

19. Experience Description:

- Demonstrated interest and/or work experience in administration, operation support and procurement or related activities.
- Previous experience liaising with government officers and agencies at national level, organizing training and consultative workshops, and conducting training programmes is an advantage.
- Willingness to contribute and work as part of a team.
- Organizing skills and ability to organize trainings, workshops to large diverse groups
- Proactive attitude with capacity to propose new initiatives and think “outside the box” High attention to detail
- Flexible and open to learning and new experiences;
- Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.) is a must and knowledge of database packages, experience in handling of web-based management systems is preferred;
- Experience on working with International organizations, NGOs and UN agencies will be an advantage.

20. Language Skills: Strong spoken and written English skills is essential; Sinhala and/or Tamil would be an added advantage.

21. Areas of Expertise: Economics, finance, administration and human resources

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 five-months 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.

26. How to Apply

These posts are open only to Sri Lankan nationals.

Submit your CV with a cover letter (in English) and telephone/email contact information by email to operations@unvlk.org clearly indicating the post title "**Project Support 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 **Monday, 07th May 2018**.

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.