



## 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:** Jaffna, Sri Lanka (outstation travel as required)
- 6. Duration (in months):** 6
- 7. Expected Starting Date:** Immediate
- 8. Living Conditions:**

Jaffna is the capital city of the Northern Province in Sri Lanka. Tamil is the major language spoken in Jaffna by the vast majority of the population. The city is surrounded by the Jaffna Lagoon to its west and south, Kokuvil and Thirunelveli to the north, and Nallur to the east. Sri Lanka became a member of the United Nations on 14 December 1955.

Jaffna features a tropical rainforest climate with no real dry season month. Jaffna has the highest average temperature in Sri Lanka of 83 °F (28 °C). The temperature is highest in the

months of April – May and August – September. The temperature is coolest in December – January.

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

**9. Assignment Type:** Family Assignment

### **Assignment Details**

**10 Assignment Title: Project 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 01 Project Assistant to assist with the implementation aspects of the Resettlement and related works undertaken by the Peace-building Portfolio in Jaffna.

**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 respective Field Project Specialists (FPS) of the districts and overall supervision of the Programme Manager (GLED), the UN Volunteer will undertake the following tasks:

- Assist with the preparation and revision of project work plans and budgets in consultation with relevant focal points at Project Implementation Unit (PIU) and field offices;
- Assist in conducting regular field monitoring visits and report to the designated officers in UNDP and Planning unit of the Provincial Council on the status of project implementation, issues and recommended corrective actions;
- Assist in clarifying operations and administrative procedures with UNDP Country Office, and ensure proper implementation.
- Liaise with Country Office, particularly the PIU, on operational and administrative needs (including finance, procurement and logistics). This involves assisting following-up on the procurement of goods and services, financial payments and logistics requirements.
- Assist in review of work plans, budgets, sub-project proposals, project activities, implementation arrangements, etc.
- Assist synergies with on-going projects and programmes being implemented by UNDP/GLED and other agencies in the North and East.
- Assist to implement the proposed activities under Letter of Agreement signed by UNDP and Chief Secretary of respective Province under Peace Building Projects.
- Assist in maintaining district and provincial level information for reporting purposes such as quarterly and annual reports for designated project/s.
- Assist in the preparation of clear and concise reports and power-point presentations, when necessary, for various donor reports, donor briefings, meetings, workshops, conferences, etc.
- Work with selected RPA partners and CBO's to monitor and implement the project activities in the district
- Any other related duties as may be requested 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

- Strengthen overall management of the project (including administrative and operational aspects) of the Project portfolio funded by the UN Peacebuilding Fund, and Projects focusing on themes such as resettlement, peacebuilding and provincial council.
- Coordination between Project and Operations colleagues, and external partners.
- Context/thematic analysis through research.
- Tasks are delivered in an efficient manner.
- 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 degree in Accounting, Economics, HR, Finance or related field is required. Candidates with a Diploma in a relevant field along with commensurate experience will also be considered.

**18. Required Experience:** 2 years of relevant administrative or programme experience is required.

### **19. Experience Description:**

- Experience in the usage of computers and office software packages (MS Word, Excel, Power-Point) and knowledge of spread sheet and database packages, experience in handling of web-based management systems.
- Experience in working with government institutions at district and Provincial level is preferred
- Demonstrated capacity to undertake assigned responsibilities and work under pressure.
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural and multi-ethnic environment
- A good team player and self-starter with a proactive and energetic approach to problem solving.

**20. Language Skills:** Fluency in spoken and written English, and knowledge of Tamil language. Knowledge in Sinhala Language will be an added advantage.

**21. Areas of Expertise:** Community and civil society development

**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. 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 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**

This post is open only to Sri Lankan nationals. Interested and eligible candidates should submit their CV with a cover letter (in English) and telephone/email contact information by email to [operations@unvfk.org](mailto:operations@unvfk.org) clearly indicating the post title "**Project Assistant - Jaffna**" 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 by **Friday, 05th October 2018**.

**United Nations Volunteers**  
**202 – 204 Baudhaloka Mawatha**  
**Colombo 07**

#### *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.*