



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:** Citra Social Innovation Lab
- 3. Volunteer Category:** National Specialist
- 4. Number of Volunteers:** 2
- 5. Duty Station, Country:** Colombo, Sri Lanka
- 6. Duration (in months):** 6 months, full-time
- 7. Expected Starting Date:** Immediate

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: Liaison and Coordination Associate

11. Organizational Context & Project Description:

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges.

The lack of importance placed on the concepts of foresight and innovation, and its vital role in sustainable human development was a vacuum that was identified by the UNDP CO in Sri Lanka. With this in mind UNDP joined with several partners from the Government, development and private sectors to organize the First National Summit on Foresight and Innovation for Sustainable Human Development in 2016, which initiated a much-needed conversation about the topics of innovation and foresight and its relevance in planning for a better future.

Being one of the main outcomes of the Summit, UNDP and the Ministry of Science, Technology and Research initiated the establishment of Sri Lanka's first Social Innovation Lab. The lab acts as a safe-space which allows for innovative prototypes to be developed by harnessing citizens' insights and tested in a controlled environment, allowing the incorporation of feedback in order to further develop the solutions being tested. Within UNDP and the Ministry, however, it is additionally a change initiative which is developing the following capacities and approaches among the public sector:

- Foresight – evidence mapping, market intelligence/horizon scanning, systems mapping.
- User insights – using citizen engagement to allow for comprehensive understanding of issues, as well as prototyped solutions
- Crowd intelligence – receiving challenges through social innovation camps, using crowd sourcing methods to find solutions
- Co-design – user-innovation; human-centered design, service design.

Via the mentioned approaches, the Lab enables UNDP to partner with “unusual suspects” and assist the government, along with the Ministry, to better the public sector by reaching across sectors in order to provide policy recommendations and innovative solutions to meet the increasingly complex demands of Sri Lankan society.



12. Sustainable Development Goals: 17. Partnerships for the Goals

13. UNV Focus Area: Youth

14. Task descriptions

Under the overall guidance of the Lab Lead, the Liaison and Coordination Associate will be responsible for coordination between the Citra Lab and the Government partners.

- Coordinate and liaise between the Citra Lab, Government partners, UNDP and development sector organizations who will work with the Lab;
- When required, be based at partner ministry/department/organization to liaise and support the partnership with Citra Lab;
- Maintain relationships with key stakeholders, government entities and departments, network partners, policy makers, and all other relevant parties as required;
- Scope areas of opportunity and identify potential partnerships with Government entities;
- Develop partnerships with a broad range of stakeholders involving youth, technology and innovation, both externally such as at universities and ICT associations, as well as internationally with different UNDP clusters, and the Government of Sri Lanka;
- Assist in any and all other tasks as required for the operation of the Lab;

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 IVD);
- 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

- Successfully liaise between Citra Social Innovation Lab and Government partners;
- Identify potential areas of engagement for Citra within the Government and successfully support the coordination of such efforts;
- Successfully represent Citra Lab within the based Government office/department;
- Maintain notes and reports of meetings;



Qualifications / Requirements

16. Education – Required Degree Level: Bachelor's degree

17. Type of degree: Social Sciences, Development Studies and/or related fields.

18. Required Experience: At least 2 years

19. Experience Description:

- Relevant experience in the field of programme management, coordination and external relations management.
- Experience in implementing projects and programmes; Previous experience in working with the Government would be an advantage.
- Experience in reporting and documenting activities to monitor progress, lessons learned and best practices;
- Strong diplomatic skills and capacity to build and maintain partnerships with a number of stakeholders (UN Agencies, Government entities, other development partners and the private sector).
- Demonstrated capacity to undertake assigned responsibilities and work under pressure;
- Proactive attitude with capacity to propose new initiatives and think “outside the box”;
- Very high attention to detail;
- Excellent coordination and organizational skills;
- Excellent communication skills;
- Excellent skills in interpersonal relations, networking, and communication; • Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences.

20. Language Skills: Strong spoken and written English and Sinhala and/or Tamil skills are essential.

21. Areas of Expertise: Development programmes, technical assistance and volunteer management *Please click the hyperlink [here](#) for the details*

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 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

Submit your CV with a cover letter (in English) and telephone/email contact information by email to info@unvkl.org clearly indicating the post title "**Liaison and 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 14th January 2019.

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.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action