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.

1. **Type of Assignment:** National UN Volunteer
2. **Type of Assignment Place:** Family Duty Station
3. **Assignment Title:** Youth Lead
4. **Number of Volunteers:** 4
5. **Duty Station, Country:** Colombo, Sri Lanka
6. **Duration (in months):** 12
7. **Expected Starting Date:** September 2019
8. **Host Agency/Host Institute:** UNDP
9. **Organizational Context/Project:**

   UNDP, as the development arm of the United Nations, works in some 170 countries and territories, helping to empower lives and build resilient nations. In Sri Lanka, UNDP has been working as a key development partner since 1967, to achieve sustainable human development in economic, social and environmental pillars. Working closely with the Government at national, regional and local levels, and civil society and the private sector, UNDP aims at eradicating extreme poverty, and reducing inequalities and exclusion to protect both people and the planet. With an improved business model making us more effective, transparent and accountable, UNDP works to deliver stronger results that improve people's lives, in line with the UNDP Strategic Plan 2018-2021 and the UN Sri Lanka Sustainable Development Framework 2018 -2022.

   UNDP also recognizes the great potential of today’s ‘techno-sociability generation’ of young men and women in meeting existing and foreseen development challenges, as they reach out to one
another and to the rest of the world in innovative ways, continuously affirming their desire and ability to express, engage and mobilize via global social media platforms.

Integrating this vision locally, UNDP Sri Lanka, guided by UNDP’s core principles, in 2015 piloted the Youth Lead programme to engage with and invest in youth for development in Sri Lanka. Following a successful pilot, a third batch of Youth Leads were introduced in 2018. Youth Leads model is currently used by many UNDP offices in the region and in 2017 Youth Leads programme was shortlisted as one of the best under 35 teams in Asia Pacific by GovInsider. Youth Leads will support the strengthening of national institutions for innovative public service delivery for young people and promote an integrated approach for youth programming in Sri Lanka.

UNDP’s new Strategic Plan and regional initiatives calls for national programmes to be agile, innovative and experiment with new ways to tackle complex development issues. Today’s youth and innovation are the right ingredients that have the potential to create solutions to complex development challenges. In this programme young people will be familiarized with UNDP’s work, give them a holistic experience of the organization and support UNDP programme initiatives contributing to sustainable development.

Youth Lead programme will be a learning and development programme created to empower Sri Lankan youth. This year’s programme will give an opportunity for upto two young people with disabilities to join the Youth Lead programme. UNDP with its commitment to diversity, inclusion and “leaving no one behind”, in partnership with UNV will implement the Talent Programme for Young Professionals with physical and sensory (visual and hearing) Disabilities, including groups who are underrepresented in the society, such as young women with disabilities. This programme seeks to enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and to build a talent pipeline of highly qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

UNDP Youth Leads whilst working in their disabled-friendly modern workspace, will work out loud, share experiences, generate new ideas for programme interventions, and find innovative solutions to challenging problems.

10. Description of tasks:

Under the overall guidance of the UNDP Resident Representative and the direct supervision of the Head of Partnerships and Engagement Unit or identified Focal Point, and working with the Youth Programme Coordinator, Youth Leads will support UNDP Sri Lanka Country Programme in its youth-related policy, programming, advocacy, innovation and outreach work.

Youth Leads will be assigned to UNDP teams on Designing Policy and Advocacy, Implementation and Project Management, Programme Operations and Partnerships and Engagement, and are expected to have exposure to all areas of UNDP. Youth Leads will work closely with the...
Partnerships and Engagement Team and the UN Volunteers Programme to support integrated programming for youth in Sri Lanka.

Each Youth Lead may have a key focal point assigned from the respective units. Head of Partnerships and Engagement Unit or identified Focal Point, supported by the Youth Programme Coordinator, will work closely with Youth Leads and be the immediate line of supervision on their regular work assignments and ensure the team works cohesively.

**Key tasks:**

Youth Leads are expected to work closely with the focal points from each unit, and support in the following tasks:

- Support the development of new initiatives, partnerships and ways of thinking to promote efficient and effective delivery of programmes based on research and best global practices.
- Support the mobilization and networking of non-traditional actors and partners, such as, youth-led and youth-serving organisations (Universities, UN Clubs, Youth Organizations, etc).
- Support the development of knowledge and sharing processes at the project level by documenting lessons learnt, best practices, case studies and stories, processes and challenges.
- Identification of inclusive interventions for youth, vulnerable groups to facilitate integrated support for better results and delivery.
- Organize related events and programmes for knowledge sharing.
- Work in close coordination with the UNDP Accelerator Labs programme and facilitate the infusion of their working methods to the CO.
- Support idea generation to integrate innovation when developing pipeline proposals, particularly in the four areas of Designing Policy and Advocacy, Implementation and Project Management, Programme Operations and Partnerships and Engagement.
- Work together as a team to infuse new thinking into Designing Policy and Advocacy, Implementation and Project Management, Programme Operations and Partnerships and Engagement initiatives by being a youth advocate with a continued focus on ‘working out loud’ (blogging, social media engagement etc.)
- Building strategic partnerships and identifying entry points to integrate V Force (UN Volunteer Taskforce) within UNDP programming.
- Working closely with the Citra Social Innovation Lab (a joint initiative between the Ministry of Science, Technology and Research and UNDP Sri Lanka), organization of a key innovations related event/activity.
- Working closely with the UNSDF Youth Task Force in their related initiatives.
Furthermore, participants in the Talent Programme are required to:

- Strengthen their knowledge on the SDGs and the United Nations Development System;
- 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 UNDP and 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.

11. Results/Expected Outputs:

- UNDP programmes enhanced in its youth-related policy, programming, advocacy, innovation and outreach work.
- Ensured innovation is embedded in solutions and/or find innovative ways to complex development challenges in Designing Policy and Advocacy, Implementation and Project Management, Programme Operations and Partnerships and Engagement areas through the Citra Social Innovation Lab.
- Solutions identified for bottlenecks and challenges in on Designing of Policy and Advocacy, Implementation and Project Management, Programme Operations and Partnerships and Engagement from an inclusion perspective both at the country office and field level.
- Strategic partnerships and stakeholder engagement developed.
- Ensured this Youth Lead assignment is a constructive learning journey, which would enhance their leadership skills and potential.
- 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.
12. **Qualifications/Requirements:**

To be eligible to apply the candidates should:

- As per the UNV youth modality requirement applicants must be aged between 19 to 29 years of age
- 0-2 years of work experience

To qualify for the Talent Programme for Young Professionals with Disabilities, candidate should:

- Be a person living with a physical or sensorial (hearing or visual) disability

**A. Qualifications, skills, experience:**

**Education:**

- Secondary Education
- Higher education qualifications such as a Bachelor’s degree or its equivalent preferred

**Skill and Experience:**

- Candidates with a good knowledge of youth and development issues in Sri Lanka will be an added advantage.
- Demonstrated interest and/or experience in the field of youth and development.
- Good understanding and knowledge of UNDP Sri Lanka programme and policy work.
- Excellent interpersonal skills and a good team player.
- Interest in the UN and adaptability to a multicultural environment
- Strong commitment to working for sustainable development and human rights
- Demonstrated capacity to undertake assigned responsibilities and work under pressure.
- Motivated to contribute towards peace and development and to serve others.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team.
- Flexible and open to learning and new experiences.
- Willingness to travel around the country including remote areas as required.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Experience in using social media platforms.

**Language (s):** Strong oral and written communication skills in English, along with Sinhala and/or Tamil are essential

**Areas of Expertise:** Development programmes, technical assistance and volunteer management

**Additional Requirements for Area of Expertise:** Youth Development and SDGs
The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Driving license required: No

Computer skills: MS Office applications (Excel, PowerPoint, Word and others)

B. Competencies and values:

- Integrity: 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 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 communication skills, including with national and international staff, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful but objective, without showing personal interest.
- 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.
13. 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.

14. Accessibility:

The accessibility for persons with physical disabilities has been considered as high priority at the Country Office, ensuring access to comfortable working stations, conference room, wheel-chair accessible bathrooms.

15. Reasonable accommodation

The UN system is committed to creating an inclusive workplace, and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.¹

Should applicants may need reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process, please submit your request in your application.

16. Conditions of Service and other information

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 69,320.17 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included, as well as final repatriation (if applicable) and a resettlement allowance for satisfactory service.

¹ Convention on the Rights of Persons with Disabilities, Article 2
17. 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 info@unvlk.org clearly indicating the post title “Youth Lead” 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 Monday, 8th July 2019.

United Nations Volunteers,
202 – 204 Bauddhaloka Mawatha,
Colombo 07.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.

Young talents with disabilities should indicate their disability and requirements in a separate document in order to provide an accessible and barrier-free office and work environment that will enable candidates to fully participate productively in the workplace to perform and carry out their functions. For any queries on UNDP-UNV Talent Programme for Young Professionals with Disabilities, kindly contact us via Socialmedia.lk@undp.org or 0112580691 (Ext:1506).

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.