### UN VOLUNTEER 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. **Assignment title:** Translator (Tamil)
2. **Host entity:** World Health Organization (WHO)
3. **Volunteer category:** National UN Volunteer
4. **Duty station, country:** Colombo, Sri Lanka
5. **Number of UN Volunteers:** 1
6. **Duration (in months):** 3 months
7. **Possibility of extension**: Yes
8. **Assignment family status:** Family assignment
9. **Expected starting date:** Immediate

### Organizational context and brief project description:

World Health Organization (WHO) is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years later, WHO Country Office for Sri Lanka (WCO-SRL) remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

Core functions of WCO-SRL:
- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalysing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends
WHO goal is "to support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

In working towards this goal, WCO-SRL seeks the services of translators to produce communication and visibility materials to increase and support the visibility/awareness of WCO-SRL’s work program and publicity requirements.

During the current COVID-19 pandemic, WCO-SRL requires immediate translation assistance to produce materials for social media, our website, and for print in all three local languages (Sinhala, Tamil, and English).


Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes as required;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Ensure that UN Volunteers are provided all necessary security measures as per the United Nations Security Management System (UNSMS);
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

12. Description of tasks:

Within the delegated authority and under the overall supervision of Public Health Administrator, WHO Sri Lanka and the direct supervision of Health Promotion and Communications Officer or his/her designated mandated representative(s), the UNV Translator (Tamil) will:

- Translate and typeset documents, advocacy material and reports in text and/or digital formats from English to Tamil and Tamil to English;
- Ensure translated content conveys original meaning and tone;
- Prepare subtitles for videos and online presentations;
- Cross-reference specialized dictionaries and translation tools to check quality of translation;
- Proofread translated texts for grammar, spelling and punctuation accuracy;
- Ensure necessary edits and revisions are provided on time as per pre-agreed deadlines as requested by WCO-SRL, to meet the standards of the final deliverable;
- Final work to be provided to WCO-SRL in the agreed file format and ensure a depository of all translated documents, advocacy materials and reports in text and digital formats;
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the
course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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;
- Provide annual and end of assignment self-reports on UN Volunteer actions, results and opportunities.
- 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.

13. Results/expected outputs:

As an active WHO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WHO and its beneficiaries in the accomplishment of her/his functions, including:

- All materials (documents, advocacy materials and reports) translated and produced
- Timely completion of all translations/deliverables.
- 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.

14. Qualifications/requirements:

Required Education Level: Bachelor’s degree

Required Experience: 2 years

a) Education, qualifications, skills, experience, areas of expertise:

- Bachelor’s degree in Social Sciences, Languages or areas related;
- At least 2 years of professional work experience at the national and/or international level in Medical Sector, Social Development, Language Education or Translation Work;
- Previous experience in translation in Tamil and English languages is preferred;
- Experience in translation of health/medical field is an advantage;
- Ability to translate material using accessible/easily understood language (i.e. appropriate for the general public);
- Ability to work quickly and under tight deadlines;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in health and well-being, volunteerism as a mechanism for durable development, and the UN System.

b) Competencies and values:

- Professionalism: demonstrated understanding of operations relevant to WHO; technical capabilities or knowledge relevant or transferrable to WHO procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and WHO in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- 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;
- 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; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards WHO's mission and vision, as well as to the UN Core Values.

c) Language skills

Fluency in spoken and written English and Tamil is required.
15. Living Conditions:

Colombo is located 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 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 rainfall occurs.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

16. Conditions of Service for national UN Volunteers

The contract lasts for the period indicated above with possibility of 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 the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance 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 resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) will be provided monthly.

17. How to Apply

Please submit your CV with a Cover Letter (in English) and telephone/email contact information by email to info@unvlk.org clearly indicating the post title “Translator” in the subject line of the email and ensure that the CV is submitted before Wednesday, 25 March 2020.

Description of Assignment prepared by the Project Manager/UN Entity:
Dr Olivia Corazon Nieveras, Public Health Administrator, WHO Sri Lanka, Colombo, 21 March 2020

Description of Assignment approved by UNV Country Office/Regional Office/Support Office:
Sharmalee Jayasinghe, Country Coordinator, UNV Sri Lanka, Colombo, 21 March 2020

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality, age and culture.*