

## UN Volunteer Description of Assignment

**1. Description of assignment title:** Climate and Environment Assistant

**2. Host entity:** UNICEF

**Mission and objectives:** To provide programme and administrative coordination for the implementation of the Sustainability and Climate Action Plan of the UNICEF Sri Lanka and other relevant (WASH & Climate Change) projects.

**3. Assignment country:** Sri Lanka

**4. Duty station:** Colombo

**5. Volunteer category:** National UN Youth Volunteer

**6. Number of assignments:** 1

**7. Expected start date:** 6/10/24

**8. Duration in months or set expected end date:** 12

**9. Possibility of extension\*:**  Yes  No

\*Dependent on continuation of mandate, availability of funding, operational necessity, and satisfactory performance; there is no guarantee of assignment extension.

**10. Sustainable Development Goal (SDG):** 13. Climate Action

### Assignment context:

UNICEF works to protect the rights of every child in Sri Lanka. Our goal is to ensure that all of our children survive, thrive and fulfill their vast potential. In a world that is rapidly changing, children are faced with complex challenges and unprecedented opportunities. UNICEF's programs are designed to reach and benefit all children so that they can withstand these challenges, leverage these opportunities, and be the drivers of their own destiny. UNICEF is committed to creating a country in which every child is free to learn, play, and grow. For over 50 years, with the help of our vast network of partners, UNICEF has made significant strides in raising health, education, and protection standards for children in Sri Lanka. From achieving Universal Child Immunization (1989) to establishing The National Child Protection Authority (1998) to providing decades of crucial relief in the wake of devastating conflict and natural disasters, UNICEF has played a pivotal role in creating an environment in which children have the best chance to survive and thrive.

This United Nations Volunteers (UNV) assignment is part of the implementation of the foundational and mainstreaming elements of the Sustainability and Climate Action Plan of the UNICEF Sri Lanka and other relevant (WASH & Climate Change) projects in coordinating with relevant line ministries (Ministries of Water Supply, Health, Education and Environment), climate actors and the UNICEF regional office in South Asia.

**Task description:**

1. Assist in coordinating, communicating and supporting logistic arrangements of programme activities and initiatives, especially meetings, workshops and training.
2. Support in taking minutes and preparing reports relevant to meetings/workshops/field visits.
3. Assist in coordinating with partners to monitor the progress of implementation of activities of the annual work plan and budget spending and organize relevant progress review meetings coordinating with relevant government agencies.
4. Support to follow up with relevant sections (Education, Communications, H&N, SBC, DRR, Social Policy and Child Protection) on the implementation of joint work plans/programmes and organize relevant meetings.
5. Coordinate with HR, IT, Admin and Supply sections for relevant supplies and logistics by providing necessary data and information with relevant to supplies, HR support, workshops, trainings, and transport arrangements.
6. Coordinate with all relevant sections on timely input, communications, updating reports following up on budget-related information and preparing reports as necessary.
7. Act as a focal point for administrative coordination of WASH and Climate Change programme/project implementation, engaging with all relevant programme sections to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, prepare documentation as necessary , etc.
8. Participate in meetings and workshops; assist in coordinating implementation activities with relevant government partners, UN agencies, local authorities, local partners, non-governmental organizations, donors, and other stakeholders relevant to the project.

**11. Required education:** Bachelor degree or equivalent

**12. Area(s) of specialization (education):**

Biological Science, Environmental Science, Climate Change, Development Studies

**13. Required experience:** 0-2 years

**14. Required skills and experience:**

- (0-2) years of experience in environment or climate change or development studies or other relevant programmes; experience with development agencies is an asset, as is experience working in the UN or other international development organization;
- 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;
- Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in (environment, climate change, water and development) volunteerism as a mechanism for durable development, and the UN system.

**17. Area(s) of expertise (select all that apply)**

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|---|---|
| <input type="checkbox"/> Administration                           | <input type="checkbox"/> Human resources                      |
| <input type="checkbox"/> Agriculture                              | <input type="checkbox"/> Information technology               |
| <input type="checkbox"/> Architecture and settlements             | <input type="checkbox"/> Legal affairs                        |
| <input type="checkbox"/> Arts and design                          | <input type="checkbox"/> Logistics and inventory              |
| <input type="checkbox"/> Business management                      | <input type="checkbox"/> Manual labour and skilled trades     |
| <input type="checkbox"/> Communication                            | <input checked="" type="checkbox"/> Natural and life sciences |
| <input checked="" type="checkbox"/> Community development         | <input type="checkbox"/> Procurement and contracting          |
| <input checked="" type="checkbox"/> Crisis and emergency response | <input type="checkbox"/> Product safety                       |
| <input checked="" type="checkbox"/> Development programmes        | <input type="checkbox"/> Security and protection              |
| <input type="checkbox"/> Economics and finance                    | <input type="checkbox"/> Social work                          |
| <input type="checkbox"/> Education                                | <input type="checkbox"/> Translation and interpretation       |
| <input type="checkbox"/> Elections and governance                 | <input type="checkbox"/> Transport                            |
| <input checked="" type="checkbox"/> Energy and environment        | <input type="checkbox"/> Volunteer management                 |
| <input type="checkbox"/> Engineering and Construction             |   |
| <input type="checkbox"/> Facility management                      |   |

**18. Languages:** Fluency in English and a local language is required.

- **Competencies and values:** UNICEF Values Charter
- UNICEF Competency Framework
- Professionalism: demonstrated understanding of operations relevant to UNICEF; technical capabilities or knowledge relevant or transferrable to UNICEF 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 UNICEF 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), 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 UNICEF mission and vision, as well as to the UN Core Values.
  - Accountability
  - Adaptability and flexibility
  - Creativity
  - Judgement and decision-making
  - Planning and organising
  - Professionalism
  - Self-management

**19. Living conditions and other remarks: (Not relevant)**

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

**20. Driving license needed:**  Yes  No**21. Assignment is reserved exclusively for persons with disabilities:**  Yes  No**22. Reasonable accommodation:**  Yes  No**23. Accessibility measures in place:** UNICEF is committed to creating an accessible and inclusive work environment.**24. Additional accessibility info:** UNICEF provides a range of accommodations and resources to support employees with disabilities.**Other information****Inclusivity statement**

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin, or other status.

**Note on Covid-19 vaccination requirements**



Selected candidates for certain occupational groups may be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid-19) in line with the applicable host entity's policy

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