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 societies 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:** Project Associate
2. **Host entity:** United Nations Volunteers
3. **Volunteer category:** National UN Volunteer
4. **Duty station, country:** Colombo
5. **Number of UN Volunteers:** 1
6. **Duration (in months):** 4
7. **Possibility of extension***: Yes

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

8. **Assignment family status:** Family assignment
9. **Expected starting date:** 1st September 2020
10. **Organizational context and brief project description:**

The United Nations Peacebuilding Fund (PBF) was established by the UN Secretary General in October 2006, following a request from the General Assembly and the Security Council. With the primary aim of preventing a relapse into violent conflict, the PBF is currently providing fast, flexible and relevant funding to over 20 countries.
UNV in the frame of the joint project with UN WOMEN, UNFPA “Participation of Youth and Women in Peacebuilding in Sri Lanka” has built extensive networks across the country with the National Youth Services Council (NYSC) that would be continued and be leveraged through the implementation of the policy. The initiative will also extend support to the line ministry to active the National Volunteering Secretariat (NVS) which will manage volunteering in Sri Lanka.

In addition, in recent years several countries in the Asia-Pacific region introduced or updated policies, legislation or other measures specific or relevant to volunteering. Supported by UNV, Sri Lanka currently belongs to the group of countries with a formal national policy on volunteerism upon receiving the cabinet approval on 6 August 2019. Currently, UNV is extending its support to launch and implement the Policy for the establishment of inclusive volunteering infrastructure in the country. The main component of this endeavour is the establishment and both projects are nearing completion.


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 supervision of the Project Manager (PM) the UNV Project Associate will undertake the following:

- Provide key assistance to the overall coordination, administration, monitoring and reporting requirements of projects as well as related initiatives.
The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Assist in regular monitoring and preparation of reports to the designated officers on the status of project.
- Support the management of the budgets and prepare/generate expenditure reports
- Maintain/update the budgets as required and prepare final financial reports.
- Management of assets and custodian items ensuring disposal and transfer as required.
- Assist in organizing events and actively participate in UNV activities organized or developed in the country.
- Dispatch documentation ensuring due process is followed and copies retained and filed.
- Support the project conclusion tasks ensuring all financial transactions are completed.
- Documentation and archiving of project files.
- 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 United Nations Volunteers team member, efficient, timely, responsive, client-friendly and high-quality support rendered to United Nations Volunteers and its beneficiaries in the accomplishment of her/his functions, including:
  - Successful project closure
  - Project budgets and expenditures managed.
  - Financial payments processed and records retained with supporting documents
  - Project closure financial reports produced
  - Procurement of goods & services completed
  - Assets and custodian items acquired/transferred/disposed
  - Project files archived
14. Qualifications /requirements:

Required Education Level: Bachelor's degree

Required Experience: 2 years

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spread sheet and database packages, experience in handling of web-based management systems
- A Bachelor’s degree in Business Administration, HR, Finance, or related field is preferred
- Hands on experience in the United Nations Financial system ATLAS or similar systems is a must.
- Strong diplomatic skills and capacity to build and maintain partnerships with several stakeholders (UN Agencies, Government entities, other development partners and the private sector).
- Strong spoken and written English skills is essential; Sinhala and/or Tamil would be an advantage.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure.
- Proactive attitude with capacity to propose new initiatives and think “outside the box”.
- High attention to detail.
- Excellent coordination and organizational skills.
- Good interpersonal and communication skills.
- Willingness to contribute and work as part of a team.
- Flexible and open to learning and new experiences.

b) Competencies and values:

- Professionalism: demonstrated understanding of operations relevant to United Nations Volunteers technical capabilities or knowledge relevant or transferrable to United Nations Volunteers 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 United Nations Volunteers 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 United Nations Volunteers mission and vision, as well as to the UN Core Values.

c) Language skills
Fluency in spoken and written English is required;
Working knowledge of Sinhala / Tamil is an advantage;

15. 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 Jayewardenepura, 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 rainfalls occur. Sri Lanka became a member of the United Nations on 14 December 1955.
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 of LKR 91,675 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

These posts are open only to Sri Lankan nationals.

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 "Project Associate" in the subject line of the email by COB Monday, 24th August 2020.

Only short-listed candidates will be contacted and invited for an interview.

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.