

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Community Volunteer Development Coordinator

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

Country of Assignment	Sri Lanka
Host Institute	United Nations Volunteers
Volunteer Category	National Specialist
Number of Volunteer	5
Duration	10 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Jaffna, Batticaloa, Badulla, Ratnapura, Kurunegala [LKA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Sri Lanka is an island country in South Asia and is a multinational state and is home to diverse cultures, languages, and ethnicities. Sinhala and Tamil are the two official languages and English is the link language. Sri Lanka has 25 districts under 9 provinces namely Western, Central, Southern, Uva, Sabaragamuwa, Northern Western, North Central, Northern and Eastern. Sri Lankan climate is known to be tropical and consists of distinct wet and dry seasons.

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

Assignment Details

Assignment Title

Community Volunteer Development Coordinator

Organizational Context & 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 along with WHO and UNDP developed a project titled "Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka," which will leverage volunteer networks for aims to improve access to opportunities for young aspiring leaders to meaningfully engage in promoting social cohesion and development that will enhance their political and civic representation and thereby address the issues of trust and lack of recognition they receive as leaders in their own communities.

Young people are valuable innovators and agents of change, and their contributions should be actively supported, solicited, and regarded as essential to building peaceful communities and supporting democratic governance and transition. Moreover, young people's participation promotes civic engagement and active citizenship. UNV will work to promote inter-ethnic relations and the art of leading collectively through meaningful volunteer engagement and capacity development of youth parliamentarians, selected youth-led/focused organizations. This will include developing the leadership potential of youth to support young men and women's potential as positive agents of change in their respective communities. Moreover, the project will aim at strengthening of Volunteer Involving Organizations (VIOs), Civil Society Organizations and Community Based Youth Organizations to enhance programming and volunteer mobilization, as well as the mobilization of young people to strengthen social cohesion.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the overall supervision of the Programme Assistant and the direct supervision of the Project Coordination Officer – Youth Wellbeing Promotion and Volunteer Management and Community Engagement Specialist the UN Volunteer will undertake the following tasks:

- Support the planning and development of 9 Community Volunteer Centers (CVCs) spread across the country; drafting standard operating procedures (SOPs) including management and sustainability; stakeholder identification and engagement and monitoring and Evaluation.
- Assist in the local and regional community engagement activities promoting peacebuilding, youth wellbeing, development, and volunteering in the Decade of Action
- Generating ideas, identifying innovative approaches and implementation support to increase impact of community engagement, youth empowerment and peace development initiatives by UNV and project partners
- Position young people and volunteerism as catalysts of development for future-focused resilience initiatives such as, participatory governance, inclusive leadership, critical thinking, conflict transformation, social cohesion and sustainable development
- Assist in planning and organizing trainings, workshops and other capacity building initiatives promoting volunteer youth engagement for peacebuilding
- Identify and engage with grassroots level networks and partnerships as required.
- Support identifying, building and strengthening of strategic partnerships with local Volunteer Involving Organizations (VIOs), Youth Clubs, Civil Society Organizations, Corporate and Government sectors.
- Support the organizing of periodical coordination meetings between partners and stakeholders as required
- Develop communication and knowledge products in liaison with the communications team
- Tracking and periodical review and monitoring of ongoing projects ensuring project related documentation and reports are prepared in a timely manner
- Any other related tasks assigned by the supervisor

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 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 reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

Results/Expected Outputs

- The CVCs are established
 - Community engagement is successfully developed.
 - Partnerships, networks and communication mechanisms established.
 - Stakeholder meetings, training, workshops and other initiatives successfully completed.
 - Communication and knowledge products developed.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Preferably Bachelor's degree in Social Sciences, or area related to conflict and peace studies, development studies, international relations;

Required experience 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in volunteer management, database management, coordination, community engagement and administration support or other relevant programmes; previous volunteering experience is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills in English; excellent drafting, formulation, reporting skills
- Excellent oral and written skills in Tamil or Sinhala in line with the official language at the Duty Station; 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 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;
- Sound security awareness;
- Have affinity with or interest in Peacebuilding, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent
- And One of these - Sinhalese, Tamil (Optional) , Level - Fluent

Area of Expertise

- Volunteer programmes and volunteer management Optional
- Community participation and development Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions,

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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 (LKR 93,325) is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included) and final repatriation (if applicable).

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

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

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;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Link to follow for - Registration steps

Important:

1. After creating your account, complete all sections of your profile including contact details and two references and submit it.
2. Incomplete profiles shall not be considered.
3. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink.
4. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the '**Special Calls**' hyperlink to select the special call to which you would like to apply.

Post is for National UN Volunteer assignments ONLY.

Therefore, only nationals of above-mentioned Country and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

For further details and to apply, please click on the link below.

Application deadline: 15-09-2021

www.unv.org/vacancy-announcements/

For more information and support email to: info@unv.org

Disclaimer

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 and culture.