

UN Volunteer Description of Assignment

1. **Description of assignment title:** Project Assistant
2. **Host entity:** UNDP
3. **Mission and objectives:** Mission and objectives in the Unified Volunteering Platform (UVP) are taken directly from the host entity profile.
4. **Assignment country:** Sri Lanka
5. **Duty station:** Colombo
6. **Volunteer category:** National UN Youth Volunteer
7. **Number of assignments:** 1
8. **Expected start date:** 9/18/23
9. **Duration in months or set expected end date:** 12 Months

10. **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.

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11. **Sustainable Development Goal (SDG):** 16. Peace, Justice and Strong Institutions

Assignment context: UNDP Sri Lanka's Flagship Portfolio on SDG16 - Peace, Justice and Strong Institutions brings together inclusive governance and peacebuilding work under one umbrella. The Portfolio is implemented by UNDP as part of its Country Programme and the United Nations Sustainable Development Framework and enables the provision of cohesive and integrated support to the Government of Sri Lanka.

Under this portfolio, the Support to Justice Sector Project (JURE), funded by the European Union, is jointly implemented by UNDP and UNICEF Sri Lanka and facilitated by the Ministry of Justice, Prison Affairs and Constitutional Reforms(MOJ). The project contains a holistic package of support to the justice sector in Sri Lanka and will be implemented in close consultation and partnership with key justice sector institutions including the Ministry of Justice, Judicial Service Commission, Attorney General's Department and Legal Aid Commission of Sri Lanka.

12. Task description:

With the overall supervision of the Support to Justice Sector – JURE Project Technical Specialist, under the direct supervision of the Secretary of the Ministry of Justice of Sri Lanka, the UN Volunteer will undertake the following tasks:

- Preparing various types of reports such as inquiry reports, special reports, treaty body reports, and reports related to the mandate of the Ministry of Justice by conducting thorough desk research and presenting the information in a clear and concise manner.
- Preparing meeting minutes, organizing and preparing documents, conducting research to gather relevant information, and creating supporting documents and information material.
- Support the preparation of and organisation of meetings and visits as requested by UNDP and MOJ.
- Provide necessary technical, coordination and logistical assistance to implement the project activities.
- Support the coordination between the UNDP, MOJ and institutions within the purview of the Ministry.
- Support the development of project implementation plans, organisation of progress review documents and other relevant reporting materials.

- Support the organisation of events and workshops in coordination with the relevant stakeholders.
- Assist the UNDP and MOJ in ensuring that the project activities are implemented in the timely manner.
- Provide administrative support for day-to-day office functions.
- Any other related tasks assigned by the supervisor.

13. Required education: Bachelor degree or equivalent

A Bachelor's Degree in Law, International Relations, Human rights, Humanities, Peace and Conflict Studies, Development Studies, Social Sciences, or any other related field

14. Area(s) of specialization (education): Law

15. Required experience: 2 years of relevant work experience in legal practice, research or project implementation

16. Required skills and experience:

- Previous experience working with Government Institutions/Commissions, specifically in the legal sector will be an advantage
- Research, coordination, communication/advocacy and/or administrative experience
- Excellent oral and written skills; excellent drafting, formulation, reporting skills
- Accuracy and professionalism in document production and editing
- 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
- Experience in working in cross-cultural environments is an asset
- Good inter-personal skills
- Ability to work individually and in teams with people at all levels
- Confident and pro-active
- Responsible and accountable, with good capacity to work on sensitive issues
- Excellent time-management skills
- Detail-oriented with ability to work under pressure
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines

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

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

Volunteer management

18. Languages: Fluency in English is required.

Mother tongue Sinhala or Tamil is required.

19. Competencies and values:

- Accountability
- Adaptability and flexibility
- Creativity
- Judgement and decision-making
- Planning and organising
- Professionalism
- Self-management
- Commitment and motivation
- Communication
- People management
- Ethics and values
- Integrity
- Respect for diversity
- Working in teams

20. Living conditions and other remarks:

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 80335.08) 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.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

21. Driving license needed: Yes No

22. Assignment is reserved exclusively for persons with disabilities: Yes No

23. Reasonable accommodation: Yes No

24. Accessibility measures in place:

25. Additional accessibility info:

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