

UN Volunteer Description of Assignment

1. **Description of assignment title:** Project Assistant - JURE
2. **Host entity:** United Nations Development Programme (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 Volunteer Specialist
7. **Number of assignments:** 1
8. **Expected start date:** 3/1/24
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.

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, UNDP in partnership with the United Nations Children's Fund (UNICEF) will be launching a comprehensive Justice Reform Programme (Programme) supported by the European Union. The Programme 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:

Under the direct supervision of the Senior Technical Specialist and Project Operations Manager, the National UN Specialist Volunteer will:

- Assist the Technical Specialists in the management, coordination, supervision and implementation of programme activities;
- Support the timely preparation and submission of work plans, budgets, progress reports, and any other required programme reports;
- Assist the Technical Specialists in organizing and conducting progress reviews including Project Board Meetings, workshops, and other meetings as tasked by the programme;
- Assist the Technical Specialists in preparing resource materials, and draft meeting notes/minutes;
- Assist the Technical Specialists in research, reporting and communications related work of the programme;
- Assist the Project teams to put in place processes for data gathering; provides regular technical support to carry out proper data collection and information management;
- Assist in operations, financial and HR resources management, efficient procurement and logistical services;

- Assist in effective and efficient planning, expenditure tracking and audit of financial resources in accordance with UNDP rules and regulations; and
- Perform any other tasks required by the project leads

13. Required education: Bachelor degree or equivalent

14. Area(s) of specialization (education): Bachelor's degree or equivalent in Law, International Relations, Human rights, Humanities, Peace and Conflict Studies, Development Studies, Social Sciences, or any other related field

15. Required experience: 03 years

16. Required skills and experience:

- 3 years of experience in project assistance, research and coordination preferred
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others) is required.

17. Area(s) of expertise

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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 checked="" 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 type="checkbox"/> Natural and life sciences |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Procurement and contracting |
| <input type="checkbox"/> Crisis and emergency response | <input type="checkbox"/> Product safety |
| <input 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 type="checkbox"/> Energy and environment | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Engineering and construction | |
| <input type="checkbox"/> Facility management | |
| <input type="checkbox"/> Health | |

18. Languages: Fluency in **English** is required.

Working knowledge of **Sinhala** is desirable.

Working knowledge of **Tamil** is desirable.

- **Competencies and values:**
- Accountability

- Adaptability and flexibility
- Commitment and Motivation
- Commitment to Continuous learning
- Communication
- Ethics and Values
- Integrity
- Planning and organising
- Professionalism
- Respect for Diversity
- Working in Teams

19. Living conditions and other remarks:

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 Jayawardenepura, Kotte. The climate is fairly 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. As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. <https://www.unv.org/>

You can check full entitlements at the duty station at <https://app.unv.org/calculator>.
The complete UN Volunteer Conditions of Service is available at <https://explore.unv.org/cos>."

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:

24. 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

Location: Colombo

Date: 6th February 2024

