

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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.

1. **Assignment title:** Project Assistant
 2. **Host entity:** Office for UN Resident Coordinator
 3. **Volunteer category:** National UN Volunteer
 4. **Duty station, country:** Colombo, Sri Lanka
 5. **Number of UN Volunteers:** 1
 6. **Duration (in months):** 3 months or expected contract end date: 31 December 2022
 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:** Immediate

10. Organizational context and brief project description:

This UNV assignment is part of UN Office for Resident Coordinator to provide the administration and coordination support to the SDCSL for its VNR related work.

As a follow-up to the Sri Lanka's Voluntary National Review (VNR) 2022, Sustainable Development Council of Sri Lanka (SDCSL) plans to conduct a series of meetings with government institutions to discuss the gaps and challenges identified by the VNR 2022 in different sectors. The purpose of this series of meetings is to assist government institutions to set targets relevant to the currently lagging areas and to formulate strategic plans based on those targets to achieve the 2030 Agenda for Sustainable Development (2030 Agenda). Target setting depends on the presence of reliable, accurate and updated data that can be used for data-based decision-making.

Hence, to accelerate the implementation of the 2030 Agenda, the aforesaid task is of utmost importance and in order to expedite execution, completion of the task within the next few months is required.

11. Sustainable Development Goals: 17. Partnerships for the Goals

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

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;
- 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).

12. Description of tasks:

Within the delegated authority and under the supervision of Partnership and Development Finance Specialist or his/her designated mandated representative(s), the UNV Project Assistant will:

- Preparation of reports and presentation materials based on the SDG Data as per the requirements
- Assist with visualization of data and reviewing secondary data when required
- Provide coordination and administrative support where needed-e.g. Stakeholder engagement, ministry-level meetings, etc.
- Assist with drafting of research reports, policy briefs, and knowledge management products as relevant
- Maintaining excellent documentation of the data in an organized database
- Perform any other duties as assigned by the DG SD Council
- 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:

The objective of this assignment is to address the gaps and challenges in different sectors and provide assistance to relevant government institutions with SDG target setting and strategy development to achieve the 2030 Agenda for Sustainable Development. The Project Assistant will support with the analysis of available data related to SDG indicators for data-based decision-making and target setting based on the outcomes of discussions held with government institutions. The process includes the following deliverables:

Output 1: Identification of sector-wise gaps and challenges as highlighted by the Second VNR Report and other relevant assessments and reviews

- Study the recommendations of the 2022 VNR Report and identify SDG sectors where gaps exist.
- Analyse the available data for SDG indicators and monitor the sectors that need improvement.
- Support the SDG data compilation, updating and maintenance process connected to the SDG Data portal.

Output 2: Support SDCSL and government ministries/ institutions in setting feasible targets to achieve the SDGs

- Review of the subjects and functions of government ministries and institutions and review of the current Action Plans of relevant institutions.
- Support the SDCSL and Ministries and Institutions with data driven target setting and formulating appropriate and suitable strategies to achieve the 2030 Agenda of Sustainable Development.

Output 3: Assist in conducting discussions with relevant government ministries and institutions aimed at SDG target setting.

- Preparation of a plan to conduct discussions with relevant government institutes that work in sectors that need special attention

Support SDCSL in coordination of such discussions and follow up discussions with the government institutions and other stakeholders

- 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

14. Qualifications/requirements:

Required Education Level: Bachelor's degree

Required Experience: 3 years

Age: 27+ years

- Bachelor's degree in Economics, Statistics, Development Studies or any other related field.
- A minimum of 03 years of professional work experience in reporting, oral and written communication skills and coordination 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;

b) Competencies and values:

- Professionalism: demonstrated understanding of operations relevant to UN -RCO; technical capabilities or knowledge relevant or transferrable to UN-RCO 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 UN-RCO 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 UN-RCO's mission and vision, as well as to the UN Core Values.

c) Language skills

Fluency of English and Sinhala and / or Tamil language is required

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 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.

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 (LKR 100,418.58) 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. TO APPLY:

Click on below link:

<https://app.unv.org/api/doa/1703245421052160/social.html>

For further information or support:

Email to info@unv.org

Deadline:

28.09.2022 (Wednesday).

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part 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"

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We are inspiration in action