



## 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. **UNV Assignment Title:** Community Development Officer for Addressing Malnutrition
2. **Type of Assignment:** International UN Volunteer
3. **UNV Programme Strategy:** 'Provision of basic services'
4. **Project Title:** Tracking under-nutrition through Multi-Sector approach and community development
5. **Duration:** 12 months
6. **Location, Country:** Colombo, Sri Lanka
7. **Expected Starting Date:** February 2013

### 8. Brief Project Description:

The basic purpose is to contribute to multi-sector approach, community development, monitoring, evaluation and documentation aimed at achieving the Millennium Development Goals (MDGs) with equity, particularly nutrition – with slow progress in the country.

### 9. Host Agency/Host Institute: UNICEF

**10. Organizational Context:** UNICEF works closely with different ministries of government of Sri Lanka, other UN agencies, National and International NGOs, and Civil Society Organizations, and Communities. UNICEF assists ministries in Education, Water Sanitation and Hygiene, Child Protection, Survival and Development, Communication and Monitoring and Evaluation both in development and humanitarian context.

The overall purpose of this assignment is to contribute to planning, implementation, monitoring and evaluation of the Community Development for tackling malnutrition through Multi-sector approach. The goal is to achieve the targets set in the Government of Sri Lanka/UNICEF programme of cooperation with particular reference to MDGs. The incumbent will also work with relevant government departments in the Ministry of Health to institutionalize the community development in context of malnutrition. UNICEF has very good working relations with various ministries working closely together in contributing towards the achievement of the MDGs. The incumbent will be part of the Survival and Development (S&D) to frequently meet with different government partners

### United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



while having planning and progress review meetings. In addition during the field monitoring, the incumbent will also interact with provincial, district and sub district level managers and communities.

The UN Volunteer will work under direct Supervision and guidance of the Chief of Survival and Development Section. The Multi-year work plan will set the basis of roles and responsibilities and performance assessment. Weekly section meetings are held for close follow up and supervision of all activities of the section, also to encourage inter-section collaboration. The weekly programme meeting is expected to forge linkages between various programme sections. Monthly priorities and tasks are identified for all section members. In absence of the supervisor on missions or during leave, the second reporting officer will take charge of the supervisory role. Since different interventions in the S&D programme are cross-cutting, the UN Volunteer will also interact with the Chiefs and responsible officer of Education, Protection, Water & Sanitation, Planning, Monitoring and Evaluation (PME) and Communication sections for their technical inputs to the S&D programme. In addition s/he may have the opportunity to interact with multiple sectors such as Health, Agriculture, Livestock, Communication and Nutrition.

The specific nature of tasks to be accomplished will be explained and discussed prior to commencement of duty. Further guidance and support will be provided through regular technical meetings and sharing of information related to major duties and responsibilities. This will be reinforced and complemented through undertaking joint field visits and a continuous learning process.

**11. Type of Assignment Place:** Assignment without family (**specific to the HPC Programme**)

**12. Description of tasks:**

Under the direct supervision of the Chief of Survival and Development, the UN Volunteer will undertake the following tasks:

- Assist the Chief of Survival and Development programme in updating the database and information management system for improved programming, implementation, monitoring, review, evaluation and reporting
- Contribute to planning, implementation, monitoring and evaluation of the Community Development for tackling malnutrition through multi-sector approach and documentation of lessons learned
- Contribute to the development of monitoring and evaluation framework of the Multi-sector Nutrition Programme and community development, including where appropriate volunteerism
- Contribute to measure outcomes related to achieving the objectives of the multi-sector nutrition programme with focus on two selected districts Nuwara Eliya and Monargala identified to demonstrate Multi-sectorial Nutrition model for reduction of child under nutrition
- Participate in S&D/Nutrition Programme reviews (mid-years, annual reviews, mid-term reviews) and meeting with partners. Support the review processes through analysis and evaluation of data to ensure achievements of objectives, preparing programme plans and proposals and reports for the office and donors
- Undertake field visits to programme areas and interview service providers & beneficiaries of the multi sector nutrition programme and document findings, best practices and lessons learned.
- Plan Professional learning on the subject or any field of interest relevant to Survival and Development and also focus on capacity building of others on volunteerism.
- Interact with policy makers and communities on tackling malnutrition. Looking in to achieving MDGs with equity.



### **Promotion of the United Nations Volunteers Programme mandate<sup>1</sup>**

*UN volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with his/her primary role as UNV Community Development Officer:*

- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities in Sri Lanka through the following:
  - research of the subject matter,
  - develop knowledge of non-profit community based organizations developing new or applying traditional methods in engaging with communities,
  - undertake awareness-raising (promotion) activities for increased community participation and action,
  - encourage local people to volunteer thought and action to enhancing their community.
- Build relationships with a wide range (private/public) local organizations, groups or individuals and support and/or participate in community driven voluntary activities and assist them to tell their stories to the World Volunteer Web site;
- Encourage, mobilize and support co-workers and fellow UN volunteers to better understand the connections between community participation and voluntarism;
- Monitor on a continual basis the impact of policy reform on voluntary action at the community level;
- Contribute to articles/write-ups on the findings from the monitoring process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
- Promote and/or advise local groups in the use of OV (online volunteering), and encourage relevant local individuals and groups to use OV whenever technically possible. Furthermore, UN Volunteers are required to:

#### **13. Results/Expected Output:**

- Monitoring and documentation skills are strengthened
- Capacities on nutrition programming and multi-sector approach are enhanced
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

#### **14. Qualifications/Requirements:**

##### **Education**

- University degree in one of the disciplines relevant to the following areas: Public Health & Nutrition, Health Sciences, International Health & Nutrition, Public Health & Nutrition Policy and Management, Family and Community Health & Nutrition, Nutritional Epidemiology, Health & Nutrition Education, Health & Nutrition Promotion and Disease Prevention, Public Health Preparedness, Health Emergency Preparedness, or other relevant discipline(s).

---

<sup>1</sup>The United Nations Volunteers (UNV) programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV's mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.



- Training in gender and in nutrition programmes that promote gender equality and asset

### **Work Experience**

- Two years of relevant professional work experience.
- Developing country work experience
- Background/familiarity with Emergency.
- Experience in monitoring gender inequalities and in programming interventions that reduce these disparities an asset.

### **Language Proficiency**

Fluency in English and a second UN language

### **Competencies and values:**

- **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- **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;
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **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** and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- **Genuine commitment towards the principles of voluntary engagement**, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### **15. Living Conditions:**

Sri Lanka is an island situated in the Indian Ocean to the southeast of India. By reason of its geographical location, it has a variety of climates. There are no well defined seasons. The monsoons dominate the climate. In the capital city of Colombo, the average annual temperature is



26 degrees C. The relative humidity averages 76 percent during the day and 89 percent during the night.

The Country became a member of the United Nations on 14 December 1955. In 1978, a new constitution changed the form of Government from Parliamentary to Presidential. The present Executive President is Mr. Mahinda Rajapakse. The armed conflict between the Government and Tamil separatists fighting for a separate Tamil State that lasted for over 20 years ended in May 2009.

According to UNDSS, the security level 3 (moderate) is applicable in the districts of Jaffna, Kilinochchi, Mullaitivu, Mannar, Vavuniya in the Northern Province and Batticaloa in the Eastern Province. The rest of the country including Colombo, the capital, is under security level 1 (Minimal). Colombo has good international flight connections and living costs are reasonable. Housing is readily available. There are a number of international schools and the standard of education is good. Medical and dental services for international personnel are available.

This assignment is based in Colombo, Sri Lanka. Colombo, the country's largest city is very colourful, vibrant and is the commercial capital of Sri Lanka. An interesting mix of modern life and colonial ruins, Colombo is located on the west coast of the island and adjacent to the administrative capital, Sri Jayawardenepura Kotte.

Colombo has most of the amenities found in a modern city, including numerous shopping malls and relatively high quality of life indicators. The cost of living expenses are reasonable and excellent health services are available. Well qualified general practitioners, surgeons and specialists are available in Colombo. It is not normally necessary to travel abroad for medical consultation except for complicated illnesses.

Colombo's 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.

## **16. Conditions of Service**

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1885 for single person, US\$ 2135 for person with one dependant, and US\$ 2335 for person with two or more recognized dependants; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

### **Description of Assignment prepared by the UNV Field Unit/UN Agency:**

Dr. Mohammad Younus-Health and Nutrition specialist and officer in-charge

**Date: January 2013**

### **Description of Assignment approved by UNV Field Unit:**

UNV Programme Officer, Sri Lanka

**Date: January 2013**