



VACANCY ANNOUNCEMENTS UNITED NATIONS POPULATION FUND (UNFPA)

Post Title: Youth Programme Assistant – West and South (SC4 – SB2, Peg3)

Duty Station: Colombo

Duration: One year (full time)

Background

The overall objective of this assignment is to assist in the delivery of the Youth Programme of UNFPA Sri Lanka. Through the Youth Policy Programme in Sri Lanka, UNFPA aims to work with all Provincial Councils in the country to bring together stakeholders at provincial level, to formulate comprehensive Provincial Youth Policies.

This posting is required to support the Country Office to carry out its youth programme activities envisaged for the year 2017. During the year 2016, UNFPA Sri Lanka has begun its engagement with four out of the nine provinces and in it is envisaged to engage with the other five in the year 2017. Hence, this post will also be responsible for follow up activities with all nine provinces and engagements at the national level to ensure delivery of programme objectives.

Objectives

Under the overall guidance of the UNFPA Representative and under the direct supervision of the Policy Analyst - Consultant – Youth and Young People, the Youth Programme Assistant will:

- Identify potential stakeholders to promote youth policy advocacy in sub national (Provincial) levels – specifically in areas that use Sinhalese as the medium of administration
- Contribute to build strategic partnerships and stakeholder engagement as opportunities to successfully implement the National Youth Policy at subnational levels
- Support sub national authorities to formulate youth advocacy forums as groups who can influence policy makers to integrate youth aspects into development agendas
- Work together with sub national level authorities to incorporate sub national youth – specific perspectives into the implementation of the National Youth Policy
- Contribute to the analysis and collection of youth-specific socio-demographic data with a view to identify opportunities for policy interventions of direct interest to young people

Qualifications & Experience

- Completed secondary level education (G. C. E. Advanced Level) required. A diploma/degree in Social Sciences or any other development field is preferred.
- Minimum 3-5 years of experience in the development sector is required. Experience as a volunteer would be highly regarded;
- Good interpersonal, leadership, 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;
- Fluency in English and Sinhala languages are required and an understanding of Tamil is an advantage
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

UNFPA work environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity in all forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Disclaimer

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

UNFPA offers an attractive compensation package commensurate with experience. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. Please submit your resume with a cover letter and contact details of three-non related referees by e-mail. Please specify the job title that you are applying for on the 'subject' line to srilanka@unfpa.org addressed to UNFPA Representative.

No hard copy applications will be accepted. Only short-listed applications will be acknowledged.

Deadline for application: 18 December 2016