



Project Assistant – Reproductive Health and SGBV

Job title:	Project Assistant – Reproductive Health & SGBV
Level:	SB2 Peg 5
Position Number:	00144118
Location:	Colombo, Sri Lanka
Full/Part time:	Full time
Fixed term/Temporary:	Service Contract (Temporary)
Rotational/Non Rotational:	Non Rotational
Duration:	One year (Renewable)

The Position:

The Project Assistant coordinates and supports all relevant activities in the project to improve equal access to accurate information and services on Sexual and Reproductive Health (SRH) and Gender Based Violence (GBV) for all women and young people to dispel myths and misconceptions and promote peaceful co-existence between communities. The project will function at multiple levels, with some activities operating at the national level and some at the provincial level targeting 4 provinces - North, East, South and Central.

You will report directly to the Project Manager of the Japanese government funded project in UNFPA Sri Lanka.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

The UNFPA 2018-2022 country programme contributes to the equitable enjoyment of sexual and reproductive health and reproductive rights by all Sri Lankans, particularly among vulnerable women and young people, and to the achievement of the Sustainable Development Goals (SDGs) and the International Conference on Population and Development (ICPD) agenda. Within the classification of a middle-income country, UNFPA Country Office in Sri Lanka is engaged in policy advocacy and dialogue backed by evidence.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:



Good sexual and reproductive health is a state of complete physical, mental and social well-being in all matters relating to the reproductive system. It implies that people are able to have a satisfying and safe sex life, the capability to reproduce, and the freedom to decide if, when, and how often to do so.

When women and girls live a life free from violence, they can fully realize and exercise their sexual and reproductive health and rights. When young people have access to accurate information and services on sexual and reproductive health, they can make informed decisions about their bodies and lives. When population dynamics, shaped by people's sexual and reproductive health and choices, are used to inform policies, we can reach those furthest behind.

UNFPA Sri Lanka, with a grant in aid from the Government of Japan, will implement a three-year project to improve access to youth friendly SRH information and services, as well as promote SRHR of young people and women at the National level and the Provincial level targeting North, East, South and Central Provinces. This is an initiative between Japan and Sri Lanka for further implementation of the Women, Peace and Security agenda.

Under the direct supervision of the Project Manager, the project assistant works as part of the project team as well as in close collaboration with the Programme Analysts on SRHR, Women's Rights & Gender, and Strategic Communications & Advocacy to ensure smooth implementation of the project. The project assistant also works closely with UNFPA's operations team to ensure smooth function of all activities according to UNFPA guidelines.

About the project:

The project will support the Government of Sri Lanka, specifically the Ministry of Health, Nutrition and Indigenous Medicine, Ministry of Education and the Ministry of Women and Child Affairs, and contribute to the realization of the Government's reconciliation agenda. In particular, this project will identify and improve SRH knowledge of community leaders, religious leaders, civil society and youth groups and service providers to facilitate attitudinal and behavior changes. At the community level, the project will implement a public awareness and sensitization campaign to change perceptions about SRH. At the organizational level, the project will build capacity of service providers and organizations to ensure access to quality services. This will ensure that individuals have the right knowledge and attitude towards SRH and will respect each other's choices with regard to SRH and facilitate the access to services.

You would be responsible for:

- Support the timely implementation of project activities by working with the project team, implementing partners and other stakeholders;
- Follow up with implementing partners and collate relevant data to help the preparation of budgets, finance reports, narrative reports and Monitoring and Evaluation reports;
- Maintains, logs, files and updated records in prescribed format for subsequent use;
- Maintains and keeps current registers and control plans on the status of the project at the formulation, implementation and operational stages;



- Collate technical input, proof read and assist dissemination of IEC BCC materials;
- Support quarterly and annual Monitoring & Evaluation activities of the project and support the IPs for reporting in the UNFPA system;
- Represent UNFPA Sri Lanka on behalf of the project team when and if necessary in relevant meetings, workshops and trainings upon approval of the Project Manager;
- Assist in setting up periodic project progress review meetings, project related workshops and events according to the project activities;
- Assist the development of communications materials to enhance UNFPA's visibility and influence by providing project progress updates and new developments;
- Establishes and maintains network of partner and public information contacts;
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Completed Advanced Level Education required. First level university degree in Business, Public Administration, Social studies or similar discipline desirable.

Knowledge and Experience:

- Minimum 5 years of relevant experience in administration, in programme/ project in the public or development.
- Proficiency in current office software applications, web-based management and ERP financial systems.
- Prior experience in working with government authorities and civil society organisations.
- Prior experience in working with UN agencies is an asset.

Languages:

Full proficiency in English (including excellent writing and communication skills), and Sinhala or Tamil is required.

Required Competencies



Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Managing the organization’s financial resources• Providing procurement services• Ensuring facilities and assets management
Core Competencies: <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as per contract modality are applicable.

Disclaimer

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.
