

**Terms of Reference
for Programme Assistant – Gender**

Assignment Title: Programme Assistant – Gender

Duty Station: Colombo

Position No: 00099238

Post Level & Step: SC4, SB2, Peg3

Organizational Context

UNFPA is the lead United Nations agency in Sri Lanka and in over 140 countries that focuses on sexual and reproductive health and rights, gender equality and empowerment of young people. Through strategic partnerships with government organizations, other UN agencies and civil society and the private sector UNFPA helps Sri Lanka use population data to develop, implement and monitor policies and programmes. UNFPA ensures that the reproductive health and rights of women and young people remain at the very heart of the development and humanitarian support through its policy-level assistance and advocacy.

The UNFPA 2018-2021 country programme will contribute to the equitable enjoyment of sexual and reproductive health and reproductive rights by all Sri Lankans, particularly among 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 & dialogue backed by evidence.

Under the supervision of the National Programme Analyst – Gender and Women’s Rights, the Programme Assistant supports the collection of information, maintains records, assist in day-to-day office activities of Programme Staff, providing logistical support and prepares documents and correspondence pertaining to programme activities.

The Programme Assistant establishes a record-keeping and processing of information system and assists in the creation of programme data relevant to population and development, reproductive health and gender issues. He/she maintain frequent internal and external contacts to exchange information, process and procedures. He/she maintains logs and files and updates records in prescribed format for subsequent use in service of the country programme, providing support to the Country Office and UNFPA-supported projects.

The Programme Assistant maintains collaborative relationships with all programme and project staff.



Objectives

- Collects data and other information on subject-matter activities of UNFPA. Drafts project documents and prepares tables and data.
- Maintains, logs, files and updated records in prescribed format for subsequent use.
- Process and examines the information and data in accordance with instructions received, making necessary abstracts and computations.
- Provides logistical support to projects by coordinating programme meetings and other project related workshops and events.
- Maintains and keeps current registers and control plans on the status of projects at the formulation, implementation and operational stages.
- Prepares background material, working papers and tables for briefing and review sessions.
- Summarizes information reflecting current obligations and future programme and/or budgetary implications.
- Establishes and maintains network of partner, donor and public information contacts.

Qualifications & Experience

- Completed secondary level education (G. C. E. Advanced Level) required. Bachelor's Degree in Social Sciences or a related field is desirable.
- 5 years of relevant experience is required. 4 years of experience with bachelor's degree will be preferred.
- 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 and/or Tamil is required
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).