**Innovation Assistant**

**Job title: Innovations Assistant – UNFPA Sri Lanka**

**Level: SC4, SB2 Peg 5**

**Position Number: TBD**

**Location: Colombo, Sri Lanka   
Full/Part time: Full time**

**Fixed term/Temporary: Service Contract**

**Rotational/Non Rotational: Non Rotational**

**Duration: 12 months (Renewable)**

**The Position:**

The Innovation Assistant is located in the UNFPA office in Colombo and reports directly to the National Programme Analyst – SRHR, National Programme Analyst - Population, Data and Ageing and the National programme analyst Gender and Women’s Rights in UNFPA Sri Lanka.

The innovation Assistant supports all programme leads (SRHR and youth, Gender and Women’s rights, Population and Ageing) and the Communication Team in ensuring successful delivery of the annual work plans incorporating innovation and design thinking into the implementation process.

**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 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 (CO) 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:**

The Innovation Assistant will support all programmes and projects of UNFPA Sri Lanka to incorporate innovation and design thinking to its delivery.

**The Innovation Assistant will:**

* Coordinate and provide support on overall innovation activities of UNFPA Sri Lanka including formulation, design, planning and implementation in close collaboration with implementing partners.
* Identify bottlenecks in achieving the transformative goals and explore appropriate techniques and methods to face the last mile challenges.
* Contribute to positive change in the organization by disrupting and challenging modus operandi in order to foster a culture of innovation and constant adaptation to the emerging needs and opportunities in the CO.
* Study and identify innovation best practices implemented by UNFPA COs globally, which could be replicated in Sri Lanka.
* Explore the possibilities of building sustainable programs, platforms and digital tools essential to maintain user and stakeholder support, as well as to maximize long-term impact.
* Localise and implement the UNFPA innovation day toolkit in the Country office
* Proactively scout for new innovative ideas and opportunities within the UN in Sri Lanka and among UNFPA’s partners looking at innovations that can be implemented in an integrated manner across all mandate areas. Support the Partnerships officer to identify corporate and other partners for implementing innovative solutions/projects and developing/strengthening partnerships with local innovators, youth organizations, disability organisations, CSOs, cultural and religious organizations to build innovative ideas and build capacities.
* Coordinate and supporting the development and testing of innovation processes to strengthen and improve UNFPA’s programming, monitoring and evaluation, advocacy and communication.
* Communicate the results and enhancing the results culture of the CO and its work by developing stronger linkages between programmes. Document innovation project results, lessons learned and processes and ensure effective sharing and generation of knowledge around innovations in the CO.
* Assist in providing training for UNFPA staff, partner staff, government counterparts and other end users on innovative processes.
* Support the efficient and effective implementation of project activities by working with the programme managers, implementing partners and other stakeholders.
* Organize, facilitate or participate in internal and external meetings, workshops, training programs etc. and facilitate knowledge management initiatives of the CO.
* Work with the UNFPA communications team to support implementation of the agreed communication plans. This includes assisting the development of communications materials, project/programme publications and updating as necessary.
* Carry out any other duties as may be required by UNFPA leadership.

**Qualifications and Experience**

**Education:**

* Completed Secondary Level Education required. First level university degree in Developmental Studies, Social Studies, Design Thinking, or related discipline is desirable.

**Knowledge and Experience:**

* Minimum five years of proven work experience in program/project coordination with at least one year of experience in supporting disruptive innovations, rolling out innovative initiatives, digitization, and/or design thinking initiatives.
* Experience in working across an organization with cross-functional teams and/or a complex organizational setting would be an advantage.
* Experience in working on sexual and reproductive health, youth empowerment, Gender Based Violence prevention and response, population and ageing and/or peace building related projects would be an added advantage.
* Prior experience in working with UN agencies is an asset, but not a requirement.

**Languages:**

* Full proficiency in English and either Sinhala or Tamil is required.

**Required Competencies**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Providing and leading innovation work in UNFPA * Good understanding of modern technologies & communication platforms, including using of AI * Ability to push boundaries, do adaptive planning with a leapfrogging mindset. * Providing conceptual as well as logistical support for activities and events * Managing documents, good practices, correspondence and reports |
| **Core Competencies:**   * Problem solving * Critical thinking * Creativity * 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.