



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **IT/IMSMA Assistant- Jaffna**
Position Number:
Department: **District Mine Action Office,
District Secretariat, Jaffna/Vavuniya**
Reports to: **Mine Action Officer, District Mine
Action Office, Jaffna**
Reports: NA
Position Status: *(Rotational/non-Rotational)*

Current Grade: **SB3/1**
Approved Grade:
Position Classified by:
Classification Approved by:

II. Organizational Context

The UNDP Mine Action Project (the Project) supports the Government of Sri Lanka (GoSL) to free Sri Lanka from the effects of mines and unexploded ordnance (UXO) through the management of mine actions and institutional capacity building. The Project promotes a safer environment for the people of the conflict-affected areas: the rapid revitalization of land for Internally Displaced People (IDPs) resettlement, agriculture, livestock and infrastructure; and increased economic development throughout the country.

The Sri Lanka Mine Action Programme (the Programme) operates under the leadership of the National Steering Committee on Mine Action (NSCMA) chaired by the Ministry of Nation Building and Development. The NSCMA provides overall guidance to the Programme, with District Mine Action Offices (DMAO) and District Steering Committees (DSC) managing the coordination of operations in the mine-affected districts. The UNDP Project is designed to support the Programme at the national and district levels to coordinate and manage mine actions as well as strengthen national institutions by establishing a National Mine Action Center (NMAC) in 2009.

Mine Actions comprise five categories of complementary activities:

- Mine Risk Education: Raising public awareness about mines and UXO leading to behavioral change and risk avoidance;
- Clearance: Assessing the socio-economic impact of landmines and explosive remnants of war on communities to determine where and what actions are needed most. Mapping, marking and clearance;
- Survivor Assistance: Providing medical, rehabilitation and vocational services to mine and UXO survivors;
- Advocating for a global ban on landmines: Signing, ratifying and implementing the Ottawa Treaty to Ban Landmines; and
- Stockpile destruction. Removing the means by which stored landmines could ever be used in the future.

Under the overall supervision of the UNDP Deputy Resident Representative (Programme), the

UNDP Support to Mine Action Project is implemented through the DEX Programme Management Unit (PMU) in Colombo and the Government-based District Mine Action Offices. Under the management of a Senior Programme Manager, the PMU supports the implementation of UNDP's two large umbrella programmes for the North and East through the UNDP field offices and in close collaboration with the District Mine Action Offices. The PMU provides the technical backstopping to the district-based offices for the efficient delivery of recovery and development projects in the North and East.

Against this background and organizational set-up, the IT/Information Management System on Mine Action (IMSMA) Assistant will report to the Mine Action Officer, District Mine Action Office, Jaffna/Vavuniya.

S/he will support UNDP/PMU, the DMAOs and the NMAC to gather, verify, enter and report mine action data.

III. Functions / Key Results Expected

- Support the maintenance of a national filing system for the Information Management System on Mine Action (IMSMA) and Task Dossier related documentation.
- Verify the entry of all minefield related information in IMSMA.
- Assist in collecting, verifying and maintaining IMSMA data relating to mine and UXO incidents and accidents, cross-checking with UNICEF, UNHCR, ICRC and other relevant sources.
- Support synchronizing all data between the IMSMA main server and other regional terminals on a regular basis using hard and electronic format. Correct inaccuracies of minefield and victim survey information.
- Produce maps, charts, presentations and reports as required.
- Maintain archived information in the IMSMA Archives.
- Assist IMSMA training and technical assistance to DMAO staff, Mine Action partners and stakeholders as needed.
- Provide general information technology support to the District Mine Action Officer, and District Mine Action Office.
- Support the District Mine Action Office in monitoring and evaluating Mine Actions and communicating effectively with partners.

IV. Impact of Results

Sri Lanka's National Mine Action Programme is implemented at the district level to enable sustainable recovery and the development of mine-affected communities in Sri Lanka.

Key indicators:

- Achievement of results targeted in the Project's work-plan, Sri Lanka's National Mine Action Plan and district mine action plan(s).
- Effective and efficient delivery of mine action QA/QC services that conform to Sri Lanka's Mine Action Standards and best practices.
- Demining and MRE operations are carried out by mine action agencies in conformity with Sri Lanka's Mine Action Standards and best practices.
- Expanded partnerships with relevant government agencies, donor organizations, demining operators and community-based organizations.
- Positive feedback from partner surveys, independent assessments, evaluations and audits, etc.

V. Competencies

- Experience in providing IT related training and technical assistance.
- At least 3 years work experience relating to database management (RDBMS and DBMS related experience highly desirable), GIS, SQL programming, and the MS Word package.
- A very good ability in topographical map reading.
- Demonstrated experience in preparing state-of-the-art charts, graphs, maps and reports.
- Ability to work accurately, travel and meet tight deadlines.
- Ability to organize work and collaborate effectively with a wide range of teams, including individuals of different national and cultural backgrounds.
- Good oral and written command of English as well as fluency in Sinhala/Tamil.

VI. Recruitment Qualifications

Education:	Recognized Institutional Diploma (2 years) in computer sciences or a related subject; University degree in computer sciences or a related subject is desirable.
Experience:	At least 3 years experience in IT programme/project management. At least 3 years experience relating to data base management
Language Requirements:	Good ability to speak and write in English with fluency in the Sinhala/Tamil language(s).

VII. Signatures- Post Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date

Candidates are invited to send an updated CV, containing details of educational & professional qualifications, work experience, the names of two non-related referees, an email address and a contact telephone number during working hours. Closing date for applications is on or before **Wednesday, 10th September 2010**. Applications should be forwarded to the Deputy Country Director (Operations) to the address given below. Candidates should compulsorily send separate applications/ e-mails for each position and duty station applied for, indicating the specific position and duty station on the top left hand corner of the envelope/s or in the subject line of the e-mail/s. Qualified female candidates are encouraged to apply. Only short-listed candidates will be contacted for an interview.

The United Nations Development Programme
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