

## United Nations Development Programme

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



### UNITED NATIONS DEVELOPMENT PROGRAMME

#### Position of Project Officer – UN Joint Programme on Human Rights, Human Rights Commission Component

The United Nations Development Programme office in Colombo is looking for a Project Officer to support the work with the Human Rights Commission (HRC) under the UN Joint Programme on Human Rights. While the overall Joint Programme seeks to ensure better protection for the citizens of Sri Lanka against human rights abuse, the component with the HRC will focus on strengthening the protection and monitoring mechanisms of the HRC, particularly at the regional level. The Project Officer will be accountable to and will work under the direct supervision of the National Project Coordinator, the Secretary of the HRC, and in close coordination with the UNDP. The Project Officer will be mainly responsible for handling all the administrative, logistical and financial matters related to the project, while in addition he /she will be expected to share responsibility for project activities as required by the National Project Coordinator.

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| <p>Under the supervision of the National Project Coordinator, the duties and responsibilities of the Project Officer are as follows :</p>  | <p>The successful candidate should possess the following qualifications :</p>   |
| <p>General:</p> <ul style="list-style-type: none"> <li>• Handle all administrative, logistical &amp; financial matters related to the project, provide support to the day to day management and implementation of project activities and contribute to effective planning and management of the programme to achieve stated outcomes and outputs in accordance with UNDP/ Government of Sri Lanka Guidelines for Nationally Executed Programmes.</li> </ul> <p>Specific:</p> <ul style="list-style-type: none"> <li>• Provide support for regular needs assessment &amp; review visits to the HRC regional offices in order to develop the capacity of HRC regional offices, and in particular to strengthen their outreach activities with civil society, NGOs, INGOs and media.</li> <li>• Provide support to plan &amp; coordinate workshops, meetings, seminars and training programmes as outlined in the annual work plan of the project.</li> <li>• Provide secretarial assistance to execute the project activities effectively &amp; efficiently.</li> <li>• Prepare a list &amp; maintain contacts with consultants, participants, resource persons, officials and organizations related to project activities.</li> <li>• Provide support to conducting programme reviews, annual audits, mid-term evaluations and final evaluation of the programme.</li> <li>• Attend to all the administrative, finance and logistical matters, including procurement, with regard to project implementation/ activities.</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in law, sociology, development, commerce or any other related field.</li> <li>• Qualifications and/or at least 3 years of practical experience in management of rights based development projects at national &amp; regional levels.</li> <li>• Ability &amp; experience of been a successful team player.</li> <li>• Knowledge &amp; experience in organizing workshops, meetings, trainings and stakeholder forums.</li> <li>• Experience of working with and in coordination with government stakeholders, INGOs, NGOs, civil society organizations and media.</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Good Coordination, negotiation and communication skills.</li><li>• Good command of written &amp; spoken English and Sinhala or Tamil.</li><li>• Knowledge &amp; at least 3 years of experience of handling administrative, logistical and financial matters related to development projects.</li><li>• Preferably Knowledge &amp; experience in conducting organizational capacity assessments &amp; developments.</li></ul> |
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The position will be based in the Human Rights Commission. UNDP is an equal opportunity employer. Candidates are invited to send an updated CV containing details of educational and professional qualifications and work experience with the names of two unrelated Referees and a contact telephone number during working hours, within 10 days of this advertisement. Please indicate the post applied to as “Project Officer- UN joint HR programme, HRC component” at the top left hand corner of the envelope. Applications should be forwarded to the Personnel Officer at the address given below:

**The United Nations Development Programme  
202-204, Bauddhaloka Mawatha, Colombo 7**