UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION

I. Position Information

Job Code Title: **Quality Assurance Assistant** Position Number: Department: **District Mine Action Office, District Secretariat, multiple duty stations** Reports to: **Mine Action Officer, District Mine Action Office** Reports: NA Position Status: *(Rotational/non-Rotational)*	Current Grade: **SB3/1** Location : Multiple Duty Station : Mulaitivu /Batticaloa

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.

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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 Quality Assurance Assistant will report to the Mine Action Officer, District Mine Action Office, Jaffna/Vavuniya. S/he will support UNDP/PMU and the DMAOs to conduct quality assurance and quality control operations relating to mine/UXO clearance and Mine Risk Education. S/he will liaise as directed with DMAO team members and organizations engaged in mine/UXO clearance and Mine Risk Education.

III. Functions / Key Results Expected

- Support the Government Agent (GA) to plan, implement, monitor and evaluate Sri Lanka's Mine Action Programme activities in accordance with the NSCMA and MNBEID policies, the global and national Mine Action Standards and the standard operating procedures of the DMAO. These activities include mine and UXO clearance; strengthening links with agencies supporting resettlement and recovery, mine risk education and survivor assistance; technical backstopping; and providing advisory services on Mine Action operations and results to GoSL, UN agencies, donor governments and other stakeholders.
- Work in close collaboration with District Mine Action Office (DMAO) staff to carry out on behalf of the GA, the quality assurance and quality control (QA and QC) operations applicable to mine action surveys, mine/UXO clearance and Mine Risk Education.
- Conduct Post-Clearance Impact Assessments (PCIA).
- Support the Information Management System on Mine Action (IMSMA) functions through accurate and timely data gathering, data entry and reporting relating to mine/UXO clearance sites and Mine Risk Education.
- Work in close collaboration with the DMAO team to develop strategies and work-plans for mine action activities in the district.
- Support certifying satisfactory completion of mine action quality assurance/completion.
- Perform any other duties assigned by the GA, UNDP/PMU, the DMAP, NSCMA and the MNBEID.

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.

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- Positive feedback from partner surveys, independent assessments, evaluations and audits, etc.

V. Competencies

- Strong applied skills in planning and project administration.
- Ability to organize work and collaborate effectively with a wide range of teams, including individuals of different national and cultural backgrounds.
- Capacity to conduct strenuous field work and perform under pressure toward meeting strict deadlines.
- Excellent interpersonal skills.
- Background knowledge of and work experience in areas affected by mine/UXO contamination.
- Good ability to speak and write in English with fluency in the Sinhala/Tamil language(s).
- Working knowledge of email, word-processing and the use of spreadsheets and databases.

VI. Recruitment Qualifications

Education:	Successful completion of secondary education is desirable.
Experience:	At least 3 years work experience in mine/UXO clearance, preferably at a supervisory level.
Language Requirements:	Good ability to speak and write in English with fluency in the Sinhala/Tamil language(s).

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date

Applicants are invited to send an updated CV, containing details of educational and professional qualifications, work experience, the names of two non-related referees, an email address, and a contact telephone number during working hours. Applicants who provide incorrect information will be disqualified. Closing date for applications is on or before **24th December 2010**. Applications should be forwarded to the Deputy Country Director (Operations) to the address given below. Applicants should compulsorily indicate the specific position and Duty Station on the top left hand corner of the envelope or on the subject line of the e-mail. The selected candidate should be willing to work in other Mine Action Project Duty Stations in the country, if

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the need arises. Qualified female candidates are encouraged to apply. Only short-listed candidates will be contacted for an interview.

The United Nations Development Programme
No. 202-204, Bauddhaloka Mawatha, Colombo 7 or Email: vacancy.lk@undp.org

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