



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **Quality Assurance Team Medic**
Position Number:
Department: **District Mine Action Office, District Secretariat, Jaffna/Vavuniya**
Reports to: **Mine Action Officer, District Mine Action Office, Jaffna/Vavuniya**
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 Mine Action Quality Assurance Team Medic 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 carry out paramedic functions 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

- Carry out demining team paramedic functions whenever the QA Team carries out any form of sampling on a mine clearance site.
- Plan and coordinate the QA medical schedule within the DMAO Area of Responsibility (AOR) in consultation with the MAO and the mine action agencies.
- Monitor all medical elements in QA inspection reports and ensure that data is correctly entered in IMSMA.
- Advise and regularly update the DMAO staff on relevant aspects of First Field Medic Support
- Provide First Aid Continuation Training on a regular basis to all DMAO staff.
- Inspect, monitor or evaluate medical aspects of Mine Action operations, including but not limited to, Mine Risk Education, surveys and assessments, mapping, mine and UXO clearance, landmine survivor support, accident reporting, training courses, internal QA systems, stockpile destruction and advocacy against the use of landmines.
- 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).
- 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 paramedic services supporting QA/QC services conforming to 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.

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V. Competencies

- Ability to organize work and collaborate effectively with a wide range of teams, including individuals of different national and cultural backgrounds.
- Ability to make sound decisions.
- Be physically fit and have the capacity to conduct strenuous field work.
- Background knowledge and work experience relating to 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 spread sheets and databases.

VI. Recruitment Qualifications

Education:	Successful completion of secondary education. An internationally recognized medic's qualification in Humanitarian Demining or its equivalent.
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 <i>(if applicable)</i>		
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 & 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 **Friday, 19 March 2010**. Applications should be forwarded to the Deputy Country Director (Operations) to the address given below. Applicants should compulsorily send separate applications/ e-mails for each position and duty station applied for, indicating 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
No. 202-204, Baudhaloka Mawatha, Colombo 7 or
E-mail: vacancy.lk@undp.org

