



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **Senior Operations Assistant**
Position Number:
Department: **District Mine Action Office,
District Secretariat, Jaffna/Vavuniya**
Reports to: **Mine Action Officer, District Mine
Action Office, Jaffna/Vavuniya**
Reports: **2-3 IMSMA/IT Assistants and GIS
Assistants**
Position Status: *(Rotational/non-Rotational)*

Current Grade: SB3-3
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 Senior Operations Assistant will report to the Mine Action Officer, District Mine Action Office, Jaffna. S/he will support UNDP/PMU, the DMAOs and the NMAC to plan and organize all aspects of day-to-day activities in the Jaffna DMAO.

III. Functions / Key Results Expected

- To plan and organize all aspects of District Mine Action Office operations;
- To initiate and organize the investigation of mine and UXO incidents;
- To ensure filing procedures of incidents are followed;
- To facilitate a timely response to reports of dangerous areas/items reported to the DMAO;
- To ensure files of dangerous area/item reports are kept up to date with actions required and actions taken;
- To compile tasking dossiers for minefields and UXO tasks;
- To plan and organize General Mine Action Assessments using IMSMA formats and methodology as directed by the Mine Action Officer;
- To review existing data including suspected or known mined areas, and reported mine/UXO related incidents;
- To update the operations map board in the operations room;
- To assist the Mine Action Quality Assurance Team when required; and
- Any other duties as directed by the Mine Action Officer.

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 task prioritization
- Tasking dossiers compiled and submitted to demining operators
- Mine/UXO incidents investigated and reported on
- Response to reports of dangerous areas is timely and follow up actions are organized
- 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

- At least 4 years experience in Mine Action;
- Proven management experience;
- An internationally recognized qualification in Humanitarian Demining;
- A good understanding of the concept and use of the Information Management System for Mine Action (IMSMA);
- Have a working knowledge of International Mine Action Standards (IMAS);
- Have good working knowledge of recent regional (military) history;
- Flexibility in undertaking any kind of assignment;
- Be computer literate; and
- Good ability to speak and write in English with fluency in the Sinhala/Tamil language(s).

VI. Recruitment Qualifications

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| Education: | Successful completion of secondary education An internationally recognized qualification in Humanitarian Demining |
| Experience: | At least 4 years experience in Mine Action |
| Language Requirements: | Good ability to speak and write in English with fluency in the Sinhala/Tamil language(s). |

VII. Signatures- Post Description Certification

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| 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, Bauddhaloka Mawatha, Colombo 7 or
E-mail: vacancy.lk@undp.org