

# TERMS OF REFERENCE

## Junior Professional Officers (JPO)

### I. General Information:

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Title:

Programme Analyst ( Mine Action & Recovery)

Sector of Assignment:

Crisis prevention, humanitarian relief and recovery

Country:

Sri Lanka

Location (city):

Colombo

Agency:

UNDP

### II. Supervision:

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Title of Supervisor:

Team Leader, Peace and Recovery Unit

Content and methodology of supervision:

The JPO will work as part of the peace and recovery team under the Team Leader. Supervision will be done on the basis of the results oriented annual workplan, continuous informal discussions, on-the-job training, weekly/bi-weekly programme cluster meetings, and mid-year and annual review of staff member's performance as per UNDP's Results Competency Assessment.

### III. Duties, Responsibilities and Output Expectations:

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The officer will work as an integral member of the UNDP programme team. Within the Peace and Recovery cluster, he/she will work in tandem with a national programme officer, and be responsible for backstopping functions for a number of assigned projects, including the UNDP Support to Mine Action Project.

The UNDP Support to Mine Action project aims to provide capacity support for planning, coordinating, quality controlling and executing mine action and related activities towards achieving the objectives of the Sri Lanka National Mine Action Programme. The Sri Lanka Mine Action Programme operates under the leadership of the National Steering Committee on Mine Action (NSCMA) chaired by the Ministry of Nation Building and Development which provides overall guidance to the programme, with District Mine Action Offices (DMAO) and District Steering Committees (DSC) managing the operational coordination in the mine-affected districts. The UNDP Project is designed to support coordination at the district level, strengthen national institutions and build capacity of national counterparts with the goal of a fully nationally managed coordination structure and minimal external support by the end of the project. One of the key strategic goals of the Project in the next 1-2 years is supporting the establishment of a fully-functioning and effective National Mine Action Centre (NMAC) and the smooth transference of Project functions and capacities to this national institution.

Other ongoing and proposed programmatic interventions within the Peace and Recovery cluster include: the Transition Recovery Programme (UNDP's flagship programme for delivering socio-economic recovery to conflict-affected communities); Support for the formulation of a National Resettlement Policy; Support for Bi-lingual Competency Development; and proposed initiatives for building capacities of public

institutions and civil society for social cohesion and reconciliation.

Within this context his/her responsibilities will include:

- Programme support and monitoring of other successful implementation of assigned programmes/projects within the Peace and Recovery cluster, including the UNDP Support to Mine Action Project, with specific attention to financial management and monitoring, streamlining of in-house processes and work flows for efficient delivery, liaison between project and country office on day-to-day implementation, resource mobilization and donor relations (including proposal formulation and reporting) (45%);
- Pipeline identification and development of initiatives in the area of peace and recovery (20%);
- Thematic input into post-conflict transition strategies, in areas of capacity development and institutional strengthening and/or working in cross-thematic teams to ensure complementarity of programme initiatives funded by UNDP in Sri Lanka (10%);
- Focal point for one or more donor partners active in post-conflict work in Sri Lanka (10%);
- Substantive input on programmatic areas of responsibility into Country Office country programme review exercises (i.e. annual and mid-term reviews of Country Programme), and UN Country Team exercises to review the UNDAF (10%)
- Joint supervision of a Programme Associate (5%)

Percentages may vary depending on developments and the changing needs of the office.

#### IV. Qualifications and Experience:

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Education (only Master's degree or equivalent):

Master's degree in a relevant social science, development economics or studies (applications will also be accepted by candidates who finalizing their Masters degree (who have full transcripts of results, but not their final certificates)

Work Experience (at least 1 to 2 years relevant work experience):

Preferably 1 to 2 years relevant work experience in development related work, preferably based in a developing country and working with programme/project formulation and management. Exposure to a post-conflict country situation and post-conflict issues an advantage.

Key Competencies of the assignment: Sound conceptual and analytical capabilities. Good inter-personal and diplomacy skills. Experience in working in cross-cultural environments. Communication skills an asset. Full proficiency in English and excellent drafting abilities. Technical knowledge and exposure in one or more of UNDP's core thematic areas (democratic governance, poverty reduction, crisis prevention and recovery, energy and environment, HIV/AIDs and/or cross-cutting themes of gender or information for development technologies.

#### V. Learning Expectations:

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The assignment will give the JPO an opportunity to become fully familiar with UNDP priorities, particularly in the area of post conflict transition and governance in Sri Lanka. Through the assignment in a UNDP Country Office, s/he will have the opportunity to learn all aspects of programme formulation and management and will become familiar with the cutting-edge results based management system in use in UNDP. S/he will gain substantive knowledge and build networks through active engagement in UNDP's practice networks and through working with the UNDP programme team and strategic development partners in Sri Lanka.

The JPO will undergo an orientation programme upon arrival in the UNDP Country Office comprised of briefings in-house, meetings with key development partners and national counterparts, and field visits to learn about particular project activities. S/he will work closely with and as an integral member of the peace and recovery team, currently comprised of one national team leader, one national officer, one

international JPO and one programme associate.

Formalized training will include the JPO training course, participation in UNDP's in-house training programme in line with the Country Office's training plan, as well as participation as a member/representative of the UNDP Sri Lanka programme team in relevant workshops, seminars and training courses to be held in during the assignment period.

## VI. Background Information:

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The overarching objective of UNDP is to help Sri Lanka to achieve the Millennium Development Goals, including that of reducing poverty by half by 2015.

UNDP Sri Lanka encourages the Government to achieve these targets by supporting the Government's agenda and objectives as captured within the framework of the United Nations Development Assistance Framework (UNDAF) and in line with the government national development strategy, set out in the '[Mahinda Chinthana: Vision for a new Sri Lanka - a 10 Year Horizon development Framework 2006-2016](#)' as well as UNDP practice areas.

UNDP Sri Lanka works across 4 practice areas, namely: Peace and Recovery, Democratic Governance and Human Rights, Poverty Reduction and the MDGs, and Energy, Environment and Disaster Risk Management.

After extensive consultation with the Government and other key development partners, the United Nations Development Programme (UNDP) country programme for Sri Lanka (2008-2012) has been developed in alignment with the priorities and major thrusts of the Sri Lanka United Nations Development Assistance Framework (UNDAF) and the Ten-Year Horizon Development Framework of Sri Lanka (2006-2016).

For more information visit [http://www.undp.lk/unidata/docs/8/c\\_48\\_43028160.pdf](http://www.undp.lk/unidata/docs/8/c_48_43028160.pdf)

## VII. Information About Living Conditions at the Duty Station:

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Sri Lanka is an island situated in the Indian Ocean to the south-east of India. By reason of its geographical location, it has a variety of climates. There are no well-defined seasons. The monsoons dominate the climate. In the capital city of Colombo, the average annual temperature is 26 degrees C. The relative humidity averages 76 percent during the day and 89 percent during the night.

The Country became a member of the United Nations on 14 December 1955. In 1978, a new constitution changed the form of Government from Parliamentary to Presidential. The present Executive President is Mr. Mahinda Rajapakse. An armed conflict between the Government and Tamil separatists fighting for a separate Tamil State has been ongoing for the past 20 years. The ceasefire agreement reached in 2002 was abrogated in early 2008; and there is active conflict in some parts of the North.

The Northern and Eastern provinces of Sri Lanka (which have been most heavily affected by the conflict) are designated by UNSECORD as Security Phase Three. Colombo, the capital, is designated Security Phase One. Colombo has good international flight connections and living costs are very reasonable. Housing is readily available. There are a number of international schools and the standard of education is good. Medical and dental services for international personnel are available.