



Office for the Coordination of Humanitarian Affairs (OCHA)
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UN Office for the Coordination of Humanitarian Affairs (UN OCHA)- Sri Lanka
VACANCY ANNOUNCEMENT
26 December 2007

UN OCHA Sri Lanka is looking for a suitable candidate for the position of **Field Coordination Associate** in its Coordination Unit in **Colombo**.

Qualified candidates are invited to send updated CV & Cover Letter containing details of educational and professional qualifications and work experience with the names of two non-related referees and a contact telephone number during working hours. The position offers an attractive remuneration package. Applications should either be addressed/hand delivered to the UN OCHA Administrative Division, UN OCHA, 202-204, Bauddhaloka Mawatha, Colombo 07 or emailed to ocha.vacancies.lk@gmail.com.

Closing date for applications: 09 January 2008

Please find attached detailed terms of references of the position.

General Service (GS) Job Profile OCHA Sri Lanka

United Nations Core Values
Integrity • Professionalism • Respect for diversity

I. Position Information
Job code title: Field Coordination Associate / Colombo Grade: GS6 Supervisor: Humanitarian Affairs Officer (Field Office Coordinator)
II. Organizational Context
Under the guidance and supervision of the Field Office Coordinator/Deputy Head of Office for OCHA Sri Lanka, the Coordination Associate (CA) supports program planning and implementation aimed at ensuring effective coordination structures and information exchange at the central and district level. The CA works in close collaboration with OCHA staff, UN Agencies and national authorities to ensure effective coordination structures are established, maintained and inclusive and that there is an efficient flow of information amongst the humanitarian actors.
III. Key Functions / Responsibilities
<p>Supports program planning and implementation including:</p> <ul style="list-style-type: none"> ▪ Supports assessment of existing coordination structures to identify gaps and overlaps ▪ Supports implementation of humanitarian reform; issues such as Clusters, Principles of Partnerships, and Humanitarian Financing ▪ Liaises with UN, government, donors and NGO on coordination needs. ▪ Organizes, participates and provides secretariat support for interagency and sector meetings as required. ▪ Monitors implementation of internal and external plans of action. ▪ Works with OCHA staff, UN Focal point and other humanitarian partners to support preparation, review and monitoring of contingency plans. ▪ Supports preparation and monitors implementation of humanitarian strategies and resources mobilization plans such as consolidated appeals (CAP), transitional strategies, flash appeals, etc. ▪ Assists in organizing and as required, facilitating strategy workshops, especially for humanitarian and transitional appeals ▪ Assists in organizing staff retreats, including preparation of relevant discussion materials as well as logistics ▪ Assists in organizing and participates in inter-agency assessments to evaluate humanitarian consequences of natural disasters or complex emergencies under area of responsibility ▪ Monitors implementation of humanitarian initiatives, in particular the UN Guiding Principles

Facilitates efficient flow of information in the field operations including:

- Collects, analyses and disseminates humanitarian information as indicated
- Compiles information for weekly and monthly reporting requirements and drafts inputs as required.
- Supports maintenance of databases on humanitarian activities (who does what, where)
- Maintains information products such as contact lists, meeting schedules, etc. as indicated.

Supports efficient administrative functioning of the OCHA field Office including:

- Dispatches weekly and monthly situation reports to field offices.
- Manages field correspondence including sending, receiving and filing field correspondence related both to programmatic issues, logistic and administrative requirements.
- Liaise with the Administrative / Finance Associate on field logistic requirements including purchases, transport, inventory, waybills, etc.

IV. Results Expected

- Coordination structures effectively supported
- Humanitarian issues identified, monitored and addressed
- Effective flow of information between humanitarian actors

V. Competencies

Corporate Competencies:

- Demonstrates commitment to OCHA's mission, vision and values
- Displays integrity, professionalism and respect for diversity

Functional Competencies

Professionalism

- Ability to perform a broad range of program coordination activities aimed at effective and efficient functioning of field coordination mechanisms and information management.
- Solid problem solving skills
- Ability to work under pressure in a stressful environment
- Ability to plan own work; manage conflicting priorities and work under pressure of tight and conflicting deadlines.

Communication

- Excellent oral and written communication skills
- Positive and constructive attitude
- Ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise manner.

Teamwork

- Excellent interpersonal skills and ability to establish and maintain effective partnerships in a multi-cultural, multi-ethnic environment and respects diversity.
- Works collaboratively with colleagues and encourages colleagues to share knowledge to achieve organizational goals.

VI. Recruitment Qualifications

Education:

Secondary Education. University Degree or equivalent in Economics, Social

	Sciences, International Relations, Political Sciences or related field desirable but not a requirement.
Experience:	5 to 7 years of progressively responsible program and/or administrative experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc.), experience in handling of web based management systems. Experience of representative work with Government authorities Ability to report clearly and accurately
Language Requirements:	Fluency in Sinhalese and Tamil with a good working knowledge of English.