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VACANCY NOTICE

This position is a re-advertisement which appeared on the Sunday of 15th March '09 under V/No. 09/02-06, therefore, applicants who have already applied for this position need not apply again.

UNICEF Sri Lanka, Country Office, invites applications from qualified nationals of the Republic of Sri Lanka for the following post.

Post Title: Education Officer **V/No:** HR 09/07-04

Level: NOB (Fixed Term Appointment)

Duty Station: Kilinochchi (position will be based in Vavuniya with provision to transfer)

Closing Date: 22 July 2009

Purpose of the Post:

Under the overall guidance of the Head of Zone Office, and Chief, Education and in cooperation with the Government, NGOs and other development partners, the incumbent of the post is responsible for planning, monitoring and implementation of the Education Programme under an assigned geographical area.

Major Duties and Responsibilities:

- Based on guidelines agreed upon within the Education Section, provide technical support for the planning, development, implementation and monitoring of the Annual Work Plan with the responsible Zonal Directors of Education, ensuring that the Annual Work Plan is developed along results based principles and that it includes a clear monitoring and evaluation framework.
- Assume accountability for effective implementation and monitoring of the Annual Work Plan to achieve programme results, with due consideration of agreed targets and processes involved. Focus specifically on integration of strategies and approaches to ensure full ownership of the process by the Zonal Director of Education (ZDE).
- Identify partner systems and capacities in need of strengthening; provide follow up technical assistance to the ZDE to implement agreed plans developed during capacity reinforcement training sessions for effective improvement in implementation of specific aspects of the Education Programme.
- Coordinate with a network of development partners (Zonal Director of Education, Provincial Director of Education, NGOs, Development Agencies, Civil Society) and ensure that programme planning, implementation and monitoring is carried out in a collaborative manner so as to capitalize on the comparative advantage of each player.
- Strengthen synergy with related sectors (including within the UNICEF Zonal office) and partners; identify important areas in need of advocacy, develop and implement advocacy strategies for mainstreaming innovative education approaches at zonal level and among partners.
- Conceptualize and coordinate the organization of social mobilisation activities and specific events to ensure optimal participation of school communities; ensure adequate documentation in various forms of programme processes and activities for advocacy and information dissemination.
- Monitor logistical planning, distribution and end use of materials and ensure that programme implementation falls within agreed objectives and budgetary allocations: prepare all internal documents (including Cash Requisitions, Programme, Admin and Special Accounts (PGMs), contracts etc..) related to the timely implementation of the work.
- Prepare situation analysis, donor reports, annual reports, proposals and other programme documents and ensure the production and compilation of accurate information including through the use of well as in identification, arrangement and selection of staff housing), assure issuance of UN and Ministry of Foreign Affairs IDs, assure that visas are obtained and renewed as needed, computerised programme systems, using the latest IT for programming, planning and monitoring, including Programme Management Systems (ProMS). Develop & carry out specific studies and evaluations which will be used to support project development.

Minimum Qualifications and Experience Required:

- University degree, preference will be given to qualifications specifically related to education.
- Two years progressively responsible work experience in the social development field, preferably in education.
- Analytical skills and report writing ability are essential. Experience in design and implementation of social sector programmes, in working with donors as well as alliance building and networking among Government Agencies, NGOs and Civil Society is an advantage.

Language:

Fluency in English and at least one local language (Sinhala/Tamil) is required.

Specialized Training/Other Skills/Competencies:

- Proficiency in the use of computers and especially in word processing, spreadsheets, graphics.
- Up-to-date with the latest developments in the education sector.
- Aware of and sensitive to child rights and gender issues, and to the necessity to mainstream them in all programme activities.
- Excellent writing skills.
- Proven capacity for team work.
- Commitment, drive for results, embracing diversity, integrity, self awareness and self-regulation and teamwork.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization.

An attractive salary will be offered to the selected candidate depending on qualifications and experience, plus a child allowance, if applicable. All emoluments are tax-free.

Those who possess the required qualifications and wish to apply to the above post, must submit an application including **1) cover letter, 2) CV, 3) duly completed and signed Personal History Form (P.11), 4) copies of most relevant academic qualification, and for UN candidates, 5) the last 2 Performance Evaluation Reports (PER)** by specifying the Vacancy Notice number (V/No) either by email to srilankahrvacancies@unicef.org or by postal mail addressed it to the **Human Resources Specialist**, under **Confidential, cover by 22 July 2009.**

The P.11 can be downloaded from the following link http://www.unicef.org/about/employ/index_apply.html or obtained at the reception of our Head Office, 35, Balapokuna Road, Kirulapone, Colombo 5, Tel. 2768555

'UNICEF is committed to gender equality in its mandate and its staff.'

'UNICEF is a non-smoking working environment.'

'Applications from qualified female candidates are strongly encouraged.'

Only short-listed applications will be acknowledged.

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VACANCY NOTICE

UNICEF Sri Lanka, Country Office, invites applications from qualified nationals of the Republic of Sri Lanka for the following post.

Post Title: Administrative Officer **V/No:** HR 09/07-02

Level: NOB (Fixed Term Appointment)

Duty Station: Colombo **Closing Date:** 22 July 2009

Purpose of the Post:

Under the close supervision of the Chief of Operations, assists in the management of all administrative services for the Sri Lanka country office.

Major Duties and Responsibilities:

- Responsible for the systematic review of office premises to ensure a good and secure working environment for all staff members. Undertake all actions necessary to arrange cleaning services, ensure procurement, maintenance and repair of equipment and supplies, in accordance with budgetary plans and allocation. Recommend and prepares estimates on office premises, supplies and equipment requirements for budget preparation purposes.
- Oversee transport services, ensure a schedule for use of Colombo vehicles, periodically review reports on use of petrol, mileage, driver overtime records, and maintenance services.
- Oversee all administrative arrangements for International and Local conference, meetings, workshops, seminars and visitors by assuring the coordination of transportation, and contracting of hotel accommodations, conference rooms and audio-visual equipment, as required. Liaise with Ministry of Foreign Affairs as required to facilitate travel of operations participant.
- Review all travel requests for budgetary provisions, undertake travel arrangements, (i.e., tickets, visas, hotels, per diem). Issue travel authorizations for local and international travel, confirming accuracy of information for signature of authorizing officer as per Table of Authority. Brief staff on all policies and procedures covering official travel.
- Brief and assist arriving and departing international staff and consultants on basic administrative procedures and requirements, (i.e., shipment and insurance of personal effects, liability claims, as well as in identification, arrangement and selection of staff housing), assure issuance of UN and Ministry of Foreign Affairs IDs, assure that visas are obtained and renewed as needed.
- Ensure the safekeeping, annual physical inventory, prepare reports, including cost analysis and recommends replacement/disposal of equipment and supplies. Reconcile physical inventory data with office records to ensure inventory taken is complete, and identifies discrepancies for corrective action. Assure that annual inventory reports on are prepared for Head Quarters on a timely basis. Participate as PSB member and assures formulation of recommendations to the PSB on disposal, donation, or sale of obsolete or superfluous equipment as needed.
- Assure the security of the Colombo office premises and maintenance of MOSS compliance. Recommend changes as needed and oversees the approved changes.
- Review all contractual arrangements with suppliers of administrative services such as office equipment maintenance and repair, canteen services, etc to ensure that the terms and conditions of all contracts are being adhered to by the suppliers of goods and services and that quality of services is good. Propose to the supervisor any changes that may be required.
- Supervise the timely and organized delivery, collection, registry, reproduction and transmittal (UNET, telex, fax, courier) of correspondence, documents, pouch services and administrative supplies.
- Keep the supervisor abreast of potential problem areas, and identifies and recommends solutions. Prepare reports and correspondence on administrative matters.

Minimum Qualifications and Experience Required:

- University degree in Business Administration.
- Two years of practical professional work experience in the field of general office administration, especially in the areas of transportation management, travel, and protocol arrangements.
- Experience in an international organization is desirable.

Language:

Fluency in English and at least one local language (Sinhala/Tamil) is required.

Specialized Training/Other Skills/Competencies:

- Good judgement, initiative, high sense of responsibility, organization, negotiating and analytical skills.
- Supervisory ability.
- Ability to conduct training.
- Computer skills, including internet navigation, and various office applications.
- A positive and pleasant disposition towards work responsibility.
- Timely disposition to the tasks assigned.
- Proven ability to work both independently and as part of a team.
- Work harmoniously with colleagues and assist staff in the unit during peak loads, and in the absence of staff.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.

An attractive salary will be offered to the selected candidate depending on qualifications and experience, plus a child allowance, if applicable. All emoluments are tax-free.

Those who possess the required qualifications and wish to apply to the above post, must submit an application including **1) cover letter, 2) CV, 3) duly completed and signed Personal History Form (P.11), 4) copies of most relevant academic qualification, and for UN candidates, 5) the last 2 Performance Evaluation Reports (PER)** by specifying the Vacancy Notice number (V/No) either by email to srilankahrvacancies@unicef.org or by postal mail addressed it to the **Human Resources Specialist**, under **Confidential, cover by 22 July 2009.**

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