

Date: National Team Assistant

Requisition ID: **4515**

Grade: **SB2 - Local support**

Country: **Sri Lanka**

Duty Station: **Colombo**

Category: **Local Support Personnel**

Type of Job Posting: **Internal and External**

Employment Type: **NonStaff-Regular**

Contract Duration: **7 months with the possibility of extension**

Application deadline: **01-Oct-2024, 11:59 PM (CEST)**

### Vacancy Announcement

TEMPORARY APPOINTMENT OF PROJECT PERSONNEL

**Only nationals or permanent residents of the country of the duty station are considered eligible.**

Female candidates are encouraged to apply.

### ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Divisions/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of **Directorate of Technical Cooperation and Sustainable Industrial Development (TCS)** under the overall direction of the Director General, and in close collaboration with all relevant organizational entities within UNIDO, the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, ensures the Organization's application of strategies and interventions for sustainable industrial development related to environment, energy, Micro, Small and Medium-Enterprises (MSMEs), and digitalization. The Directorate also oversees the Organization's normative contribution to achieving the Sustainable Development Goals through industrial policy advice and capacity development. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute to effective and appropriate technical, business and policy solutions and are focused on results, scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Directorate is responsible for the Division of Industrial Policy Advice and Capacity Development (TCS/IPC), and technical Divisions of Circular Economy and Green Industry (TCS/CEG), Energy and Climate Action (TCS/ECA), Climate Innovation and Montreal Protocol (TCS/CMP); MSME Competitiveness, Quality and Job Creation (TCS/SME); and Digital Transformation and Artificial Intelligence (TCS/DAI). Leveraging the diverse skill sets of UNIDO personnel and the services provided by the two TC directorates, TCS collaborates closely with IET to develop and implement programmes and projects, aiming at enhancing synergy and complementarity and maximizing UNIDO corporate performance and impacts on the ground. The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in all Directorates across the Organization.

The **Division of Energy and Climate Action (TCS/ECA)** under the supervision of the Managing Director of the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), and in close coordination with other organizational entities within UNIDO, the Division of Energy and Climate Action (TCS/ECA) assists Member States in the transition to low-carbon and climate resilient economies through the promotion of renewable energy, energy efficiency solutions and breakthrough technologies in industry and other key sectors, diversifying supply chains for renewable energy manufacturing and stimulating innovation to address critical climate and energy related challenges.

The Division assists governments in fulfilling national commitments under the Paris Agreement and progress towards the 2030 Agenda for Sustainable Development, thereby facilitating a just transition towards sustainable industrialization. In transitioning to a low-carbon and climate resilient economies, the challenges of addressing energy poverty and climate change are an integral part of the Division's activities, as is the dissemination of policies, knowledge and technologies and pathways to plan, manage and finance the energy transitions and climate action for industrial transformation. It collaborates closely on converging issues with IET/CTP and TCS/CMP.

The position is located under the **Energy Systems and Industrial Decarbonization Unit (TCS/ECA/ESD)** promotes the emergence, deployment and large-scale adoption of sustainable energy technologies to drive the decarbonization of energy systems and industrial processes. It supports Member States to charter pathways for net zero industrial development through the development of conducive policies. It also promotes the deployment of crosscutting energy efficiency solutions, electrification and carbon management of industrial processes in large and small-scale industries. It charters norms and standards for reporting embodied carbon in products and supports member states in developing the reporting and verification structures to support compliance with global standards.

### PROJECT CONTEXT

"Support to the implementation of Sri Lanka's Nationally Determined Contributions in the industrial sector" is a 5-year project funded by the European Union under GCCA+ initiative. The main government counterparts are the Ministry of Industry, Ministry of Environment and the Ministry of Energy and the Ministry of Power.

The overall objective of the Project is to contribute to climate change mitigation through supporting the implementation of Sri Lanka's Nationally Determined Contributions (NDC) for the industrial sector. The specific Project objective is to scale-up the climate change response of Sri Lanka's industrial sector through the design and implementation of technical, policy, regulatory and financial tools and mechanisms to accelerate the deployment of renewable energy, energy and resource efficiency technologies and best practices.

The Project aims to achieve greenhouse gas emission reductions through accelerating the uptake of innovative technologies, established best practices and methods for reducing carbon intensity and improving energy and resource efficiency performance of Sri Lanka's industrial sector. Furthermore, this project is envisioned to contribute to long-term development gains such as capacity building of the government counterparts and empowerment of the project beneficiaries.

Expected Outcomes:

EO1: A Monitoring, Review and Verification (MRV) system for the industry sector is developed and implemented and baseline for the industrial sector established

EO2: An industrial sector plan for implementing NDCs has been validated and activities prioritized according to agreed criteria

EO3: Policy and regulatory frameworks are improved and related awareness and capacity building of stakeholders to implement these frameworks have been built

EO4: Capacity related to climate change mitigation practices in the area of industry is built

EO5: Pilot technologies and methodologies leading to improved energy efficiency and reduction in GHG emissions are tested to be then replicated

The Project is implemented with the support of EU GCCA+ initiative, which aims to assist the world's most vulnerable countries to respond to climate change. The project corresponds with the following priorities: to contribute to enhancing Sri Lanka's resilience to climate change while enabling the engagement in low-carbon development processes via the implementation of the NDCs.

### FUNCTIONAL RESPONSIBILITIES

Under the direct supervision of the Project Manager and in close cooperation with the project team in the HQ and field location, the National Team Assistant provides assistance and general administrative support to the implementation of the project, and is responsible for the following key functions:

- Perform general administrative tasks such as ordering office supplies, following up on budget queries, making various reservations as required, placing purchase requisitions, researching for information and reference material, organizing requests for formal editing, translation, layout, graphic design and arranging for printing services as well as the publication of documents, if and when necessary;
- Using SAP, when required, make arrangements for travel, prepare travel authorizations, ensuring that visas, security clearances, vaccination certificates, Laissez-Passer etc. are valid and in order. Assist in completing back-to-office mission reports and claim forms;
- Respond to moderately complex information requests and inquiries as necessary, as well as refer queries to appropriate personnel for handling;
- Assist in organizing the logistics for meetings prepare the necessary background documents and agendas, liaise with counterparts on attendance assist in the preparation of presentation materials, book meeting rooms/venue, take notes at meetings, arrange refreshments, send invitations and get confirmations, if required;
- Keep track of pending matters, flagging deadlines and bringing urgent and important items to the attention of the supervisor;
- Maintain an up-to-date filing system (both hard copy and electronic);
- Perform any other related duties as assigned.

### MINIMUM ORGANIZATIONAL REQUIREMENTS

**Education:** Completed higher secondary education (high school diploma or equivalent), is **required**. Formal administrative/secretarial/clerical training or equivalent, is **desirable**.

*Credit towards total working experience may be considered on a year by-year-basis, up to maximum of four years, for a higher degree education (including first university degree or equivalent diploma and/or master's degree), in a relevant field to the post.*

**Technical and Functional Experience:**

- A minimum of three (3) years of work experience in the related fields of the post, is **required**.
- Experience using Microsoft Office (Outlook, Word, Excel), internet search engines, is **required**.
- Experience with office procedures and practices, preferably within the UN system or in a multicultural environment, is **desirable**.
- Experience with SAP or similar ERP software is **desirable**.

**Languages:** Fluency in written and spoken English is **required**. Fluency and/or working knowledge Sinhala and Tamil is **desirable**.

### REQUIRED COMPETENCIES

**Core Values**

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Key Competencies**

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

This appointment is limited to the specified project(s) only and does not carry any expectation of renewal.

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

**All applications must be submitted online through the Online Recruitment System. Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependents, under the procedures established by the Director General.**

Visit the UNIDO website for details on how to apply: [www.unido.org](http://www.unido.org)

**NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.**

### Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: [recruitment@unido.org](mailto:recruitment@unido.org)