

Diversity and Inclusion Officer(Retainer) (Tamil language required)

Job categories	Communications
Vacancy code	VA/2025/B5517/29711
Department/office	APR, SAMCO, South Asia MCO
Duty station	Colombo, Sri Lanka
Contract type	Local ICA Specialist
Contract level	LICA Specialist-8
Duration	Retainer
Application period	18-Mar-2025 to 01-Apr-2025

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

Background Information - Sri Lanka

This vacancy is designed to specifically recruit professionals who are nationals of Sri Lanka or possess a valid residency permit enabling them to legally work within the country.

This position requires fluency in Tamil language.

South Asia Multi County Office:

The South Asia Multi-Country Office (SAMCO) oversees the development and implementation of projects in 7 countries in South Asia: Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan, and Sri Lanka. SAMCO offers expertise in infrastructure, procurement, human resource management, and fund management. All the project offices have local technical experts and strong partnerships with the governments in each country.

Sri Lanka

UNOPS is an operational arm of the United Nations helping a wide range of partners in delivering peace, security, humanitarian and development projects across the world.

UNOPS Sri Lanka implements tailored socio-economic development projects that benefit vulnerable communities and supports the Government national capacities. UNOPS has been working across Sri Lanka managing education, public health, roads, water and sanitation, fisheries, agriculture and solid waste infrastructure projects. UNOPS also provides expertise in procurement, fund management and human resources management services.

Background Information - Job-specific

As a part of UNOPS's initiatives to build capacities of civil society, UNOPS will be hosting a series of Inclusive Community Engagement Workshops to enhance the capacity of local organisations to apply principles of Gender Equality, Disability, and Social Inclusion (GEDSI), Accountability to Affected Persons (AAP), Protection from Sexual Exploitation and Abuse (PSEA), and Do No Harm in their community work.

The above workshops will be conducted by a qualified trainer who will design and deliver a comprehensive training program on GEDSI, AAP, PSEA, and Do No Harm principles in Tamil, and English. This program will include practical tools and case studies to ensure participants gain actionable insights to apply in their daily community work. The trainer will develop culturally adapted training materials and employ interactive methodologies to engage a diverse group of participants.

Functional Responsibilities

Summary of functions:

1. Reporting
2. Knowledge Management

Curriculum Development and Adaptation

- Adapt existing global and UNOPS training modules to civil society audience: Develop a training material that include GEDSI(Gender Equality, Disability and Social Inclusion), AAP, PSEA(Prevention of Sexual Exploitation and Abuse), and Do No Harm. Modules should incorporate local contexts, examples, and culturally relevant case studies.
- Adaptation for Accessibility: Customise materials for use in Tamil, and English, ensuring that language, examples, and visual aids resonate with and are accessible to participants across all regions and linguistic backgrounds.
- Comprehensive Training Manual: Prepare a detailed training manual that includes session outlines, objectives, key messages, and facilitation guides to support consistency in delivery.

Workshop Delivery

- Facilitate 03 Sessions (in English and Tamil, 2 days per session): Deliver workshops across various regions, ensuring each session is interactive and engaging, using methods such as role plays, group discussions, and practical exercises.
- Inclusive and Safe Learning Environment: Create a learning environment where all participants feel valued, ensuring the training aligns with the Do No Harm principle.
- Interactive Engagement: Implement hands-on activities and discussions to solidify concepts, particularly focusing on real-world applications of GEDSI, AAP, PSEA, and Do No Harm within participants' communities.

Support Materials and Resource Distribution

- Resource Material Development: Create support materials, including handouts, case studies, quick reference guides, and tip sheets, to reinforce learning and provide ongoing resources for participants.
- Distribute Practical Tools: Ensure participants receive user-friendly and accessible tools to implement GEDSI, AAP, PSEA, and Do No Harm practices in their work.
- Follow-Up Recommendations: Provide suggestions for additional learning or follow-up sessions to sustain participants' progress and knowledge retention.

Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Education/Experience/Language requirements

Education

- Bachelor's degree in Social Sciences, Human Rights, Community Development, or a related field is required.

Experience

- Minimum of 2 years of experience delivering training or working on GEDSI(Gender Equality, Disability and Social Inclusion) or AAP(Accountability to Affected People) or PSEA(Prevention of Sexual Exploitation and Abuse), or Do No Harm in the Sri Lankan context, with demonstrated cultural sensitivity is required.
- Proven track record of developing and adapting training materials for diverse audiences in multiple languages is desirable.
- Experience working with civil society organizations and local communities is desirable.

Language requirements

- Fluency in Tamil with an ability to convey complex concepts in Tamil language effectively.
- Working knowledge of English is desirable.

Skills and Competencies

- Strong facilitation and communication skills, with a focus on interactive, inclusive, and culturally sensitive training methods.
- Expertise in adult learning principles and experience designing materials that resonate with participants from various backgrounds.
- Excellent organizational skills and ability to produce well-structured reports.
- Understanding of the local socio-political context and challenges faced by marginalized groups in Sri Lanka.

Contract type, level and duration

Contract type: ICA (Individual Contractor Agreement)

Contract level: Local ICA Specialist 8

Contract duration: Retainer ICA-3 months, with the possibility of extension subject to organization requirements, availability of funds and satisfactory performance

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>).

Additional Information

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

Terms and Conditions

- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For retainer contracts, you must complete a few mandatory courses (they take around 4 hours to complete) in your own time, before providing services to UNOPS. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information on a retainer contract [here](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAldJk7p-TuINKbvW0lyMntGJI9yn5Jt5zNhwaOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAldJk7p-TuINKbvW0lyMntGJI9yn5Jt5zNhwaOsKEG9D/pub>).
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

APPLICATION TIPS

How to send a good application:

- [English](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf) (https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf).
- [French](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf) (https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf).
- [Spanish](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf) (https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf).

TOGETHER, WE BUILD THE FUTURE

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners’ peacebuilding, humanitarian and development projects around the world.

Our mission is to help people build better lives and countries achieve peace and sustainable development.

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer [here \(../Pages/About/WhatWeOffer.aspx\)](http://.../Pages/About/WhatWeOffer.aspx).