

Technical Coordinator

Colombo, Sri Lanka

JOB INFO

Job Identification	24774
Posting Date	03/24/2025, 07:17 AM
Apply Before	04/01/2025, 09:29 AM
Job Schedule	Full time
Locations	📍 Colombo, Sri Lanka
Agency	UNDP
Grade	NPSA-9
Vacancy Type	National Personnel Service Agreement
Practice Area	Governance
Bureau	Regional Bureau for Asia and the Pacific
Contract Duration	1 Year with Possibility for extension
Education & Work Experience	Master's Degree - 2 year(s) experience OR Bachelor's Degree - 4 year(s) experience
Required Languages	Sinhala and/or Tamil and English
Vacancy Timeline	2 Weeks

JOB DESCRIPTION

Background

Diversity, Equity and Inclusion are core principles at UNDP: we value diversity as an expression of the multiplicity of nations and cultures where we operate, we foster inclusion as a way of ensuring all personnel are empowered to contribute to our mission, and we ensure equity and fairness in all our actions. Taking a 'leave no one behind' approach to our diversity efforts means increasing representation of underserved populations. People who identify as belonging to marginalized or excluded populations are strongly encouraged to apply. Learn more about working at UNDP including our values and [inspiring stories](#).

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

UNDP Sri Lanka's Flagship Portfolio on SDG16- Peace, Justice and Strong Institutions brings together inclusive governance and peacebuilding work under one umbrella. The Portfolio is implemented by UNDP as part of its Country Programme and the United Nations Sustainable Development Framework and enables the provision of cohesive and integrated support to the Government of Sri Lanka.

Under this portfolio, UNDP in partnership with the United Nations Children's Fund (UNICEF) has launched a comprehensive Justice Reforms Programme (JURE) supported by the European Union. The Programme contains a holistic package of support to the justice sector in Sri Lanka and is implemented in close consultation and partnership with key justice sector institutions.

Duties and Responsibilities

The Technical Coordinator will be reporting to the Senior Technical Specialist with matrix reporting to Project Manager, working closely with the other Technical Specialists / Coordinators.

Provide quality technical expertise for the effective implementation of activities

- Ensure effective and timely implementation of activities with high quality technical support.
- Analyse national global trends and best practices, assess impact upon the thematic area of focus, and identify any issues that requires the attention.
- Provides high quality technical advisory support to key justice sector partner institutions, drawing on international good practice.
- Conducts research and analysis of the justice sector, identifying priority reform areas;
- Advises UNDP and UNICEF Resident Representatives on policy matters and prepares suitable inputs to documents, presentations and relevant publications;
- Brings in experience and advance the use of technology, digital approaches and innovation in providing suitable solutions to Sri Lanka.
- Proposes strategic approaches and priorities for reform implementation, including definition of baselines, performance indicators and monitoring and evaluation;

Provide support for implementation and delivery of quality results

- Support the Ministry of Justice in facilitating its role in the programme, including the provision of technical assistance, support coordination of development partner support, and the Project Steering Committee; (primarily for the position based at MOJ);
- Provide technical support for the implementation of the activities, enabling high quality delivery of outputs and results as per the portfolio/project documents and/or Project Board decisions.
- Preparation of annual work plans and ensuring complementarity with other thematic areas of programming.
- Provide input to high quality reporting, in a timely manner.

Provide technical support for coordination and partnerships

- Support to strengthen partnerships between government entities and civil society organizations, including through improved planning and policymaking
- Ensures project stakeholders are continuously engaged and facilitates coordination and synergies in line with the project document and work plan.
- Effectively coordinates partnerships with development partners and justice institutions on overall justice sector reform.
- Maintains continuous dialogue with different institutions and key partners to provide knowledge-based advisory services and to ensure proper integration and co-ordination of related development efforts.
- Liaises with UN agencies and partners to promote partnership, sector coordination and identifies synergies with other partners and projects to maximize impact and results.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

Competencies

Core competencies:

- Achieve Results: Level 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
- Think Innovatively: Level 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
- Learn Continuously: Level 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
- Adapt with Agility: Level 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
- Act with Determination: Level 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
- Engage and Partner: Level 1: Demonstrates compassion/understanding towards others, forms positive relationships
- Enable Diversity and Inclusion: Level 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

People Management competencies:

- UNDP People Management Competencies can be found in the dedicated [site](#).

Cross-Functional & Technical competencies:

Business Direction and Strategy

- System Thinking. Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system

Business Management

- Partnerships Management. Build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies.
- Results-based Management. Ability to manage the implementation of strategies, programmes, and projects with a focus at improved performance and demonstrable results. Knowledge and understanding of relevant theories, concepts, methodologies, instruments, and tools.
- Risk Management. Identify and organize action around reducing, mitigating and proactively managing risks
- Communication. Communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience. Ability to manage communications internally and externally, through media, social media and other appropriate channels.

2030 Agenda: Peace

- Governance. Inclusion and Participation

Required Skills and Experience

Education:

- Master's degree in Law, Criminology, Human Rights, Human/Social Sciences, Development Studies or a related area is required. Or
- A first-level university degree (bachelor's degree) in combination with an additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree
Being an Attorney-at-Law is required with both masters or bachelors degree.

Experience:

- A minimum of two (2) years (with a master's degree) or four (4) years (with a bachelor's degree) of progressively responsible work experience in a legal field.
- Proven experience and excellent knowledge of the constitution and legal system in Sri Lanka, including a thorough understanding of the role and functions of different institutions.
- Experience in providing technical support with key justice sector actors an asset.
- Previous experience in effective project coordination and collaboration would be an asset.
- Previous experience with development organizations would be an advantage

Required languages:

- Fluency in Sinhala and/or Tamil with excellent English communication (Oral and written) skills

Disclaimer

[Important information for US Permanent Residents \('Green Card' holders\)](#)

Under US immigration law, acceptance of a staff position with UNDP, an international organization, may have significant implications for US Permanent Residents. UNDP advises applicants for all professional level posts that they must relinquish their US Permanent Resident status and accept a G-4 visa, or have submitted a valid application for US citizenship prior to commencement of employment.

UNDP is not in a position to provide advice or assistance on applying for US citizenship and therefore applicants are advised to seek the advice of competent immigration lawyers regarding any applications.

Applicant information about UNDP rosters

Note: UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

Non-discrimination

UNDP has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

UNDP is an equal opportunity and inclusive employer that does not discriminate based on race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

Scam warning

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