



As the development arm of the United Nations, UNDP operates in 170 countries and territories, facilitating the development of resilient nations and empowering lives across regions. As UNDP celebrates partnering for development for over 50 years in Sri Lanka and beyond, UNDP is now focused on helping Sri Lanka achieve human development through the Sustainable Development Goals (SDGs). In order to achieve this, UNDP in Sri Lanka is reorganizing internally and moving towards a collaborative business model. This will require teams that approach work with energy and a positive, constructive attitude with the aim to encourage strategic partnerships with various stakeholders.

UNDP is seeking to recruit a dynamic and well accomplished “Communication and Engagement Assistant” to play a key role in the Sri Lankan Country Office.

Career Opportunities

Communication and Engagement Assistant

Key Responsibilities

- Supports the implementation of the communications resource mobilization and advocacy strategies of the office to increase the standing and awareness of UNDP with partners, the media and the public. The incumbent promotes a client-oriented approach in UNDP.
- Establishes close collaboration with counterparts and donor community facilitating the availability of reports as needed and will enable a fluid collaboration with other members of the unit including the Data Visualization Assistant.
- Ensures support to maintenance of web sites, databases and knowledge management systems focusing on achievement of the following results.
- Ensures facilitation of knowledge building and management focusing on achievement of the identification, documenting and drafting of best practices and lessons learned, and participation in training for the Country Office staff on effective communications and advocacy.

Key Requirements

- Bachelor’s degree in communications, public relations and administration or a related area with 2 years of experience. Or
Secondary education and 5 years of relevant experience in communications, public relations and administration or a related area with 2 years of experience.
- Preferably with communications, public relations and administration experience in an international development context.
- Strong oral and written communication skills in English, along with Sinhala and/or Tamil.

To express an interest for this position please forward your CV along with contact details of two non-related referees **before the 27th of November 2017** to hrsadvisory@lk.pwc.com. Please mention the position applied for in the subject line of the email.

For additional clarification or concerns please contact:

Kanishka Weeratunga on +94-11-7719700 | ext 5404 | kanishka.weeratunga@lk.pwc.com.

Note: UNDP staff will be placed on a one year service contracts with the possibility of extension.

**Lasanga Abey Suriya | Executive Director
Human Resource Consultancy Services**