

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001305--Asset Management Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Afghanistan
Host Institute	UN Mission in Afghanistan
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	Until 31-12-2018
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kabul [AFG]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Afghanistan is a non-family duty station

Living Conditions

Afghanistan is a hardship duty station with a volatile security. Living and working conditions for UN volunteers in UNAMA are similar to the living conditions of all other internationally recruited staff members. UN volunteers are provided with safe accommodation in an extensive compound in Kabul with good infrastructure and amenities. The mission has three compounds in Kabul: Compound Alpha, Palace 7, and UNOCA (UN Operational Complex in Afghanistan) the largest one.

In regions, such as Kandahar, Herat, Mazar, the mission has similar complexes but smaller in size. Staff members live and work within these secured complexes.

UNAMA has three different locations in Kabul, most of the substantive offices, including the SRSG's are located at the so-called Alpha Compound and Palace #7, which is adjacent to UNDP close to the city center, while most of the administrative and technical

support offices are located at the UNOCA compound on Jalalabad Road, at some distance from central Kabul.

Generally speaking stringent security measures are in place throughout the country and UN volunteers as other UN staff, are quite limited in all Afghan duty stations when it comes to movement, walking virtually not allowed. The movement is done inside the “green box” (only) mostly in armored vehicles driven by national qualified UN drivers. Many places are off limits (including restaurants). There is also a curfew throughout the country, generally from 11pm to 5:30am but this can vary between duty stations.

There are number of security measures to be compiled with, such as the minimum Operational Residential Security Standards or MORSS before moving into any accommodation. The UNAMA Security section provides these guidelines during the initial security briefing upon arrival in the mission area.

Upon arrival, volunteers are accommodated at the UNV designated accommodations within the UNOCA compound for a fix charge of US\$ 10 per day (US\$ 300 per month for a room), exclusive of food. Inside the UNOCA compound are two cafeterias, a restaurant, a “Superette” and 3 small shops which provide a variety of imported canned and frozen food on offer. There is a Fresh vegetable market daily. There is also a social center, a gym hall and a small library with books and DVDs, run by the welfare Office, within the same compound.

In the provinces, the situation is different where UN personnel are confined to guest houses in most of the regions, both electricity and water are readily available, although water can sometimes run low as a result of severe droughts in the last couple of years. Most guesthouses have secured water (e.g. through a well in the compound) and generators in the event of power failure.

Some degree of medical service is provided in all UNAMA duty stations. There is a UN clinic in UNAMA/UNOCA complex and access is granted in Kabul to other private international clinics.

Most produce/staples are common in the markets e.g. rice, meat, vegetables, cooking oil, salt etc. UNOCA has a new minimarket where basic goods can be bought also. There are also a number of UN cleared supermarkets in Kabul, in Jalalabad, and in Mazar-I-Sharif.

Contact with and outreach to the local community is usually limited. As mentioned many places are off-limits and the choice of recreational facilities are very poor. For all these reasons, bring a stock of books, DVDs/VCDs, computer games, etc., is highly recommended.

Living allowances are paid in US\$ at the end of each month, but bank transfers by UNAMA to accounts abroad are possible. There are several Western Union money transfer offices in Kabul and two other international banks are operating downtown as well as in the UNAMA compound.

Summer in Afghanistan is hot and dry but winter is the opposite – cold and wet. Therefore, both summer and winter clothing and comfortable boots with insulation are necessary. Most common consumer articles are available in Kabul (and in the regions).

Afghanistan is a unique country and UNAMA is a unique UN mission. It requires more stamina, commitment, and flexibility than elsewhere to make life comfortable and affordable. Therefore flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are absolutely essential.

Assignment Details

Assignment Title Asset Management Officer

Organizational Context & Project Description

The United Nations Assistance Mission in Afghanistan was established in 2002 as a Political Peace Keeping mission, directed and supported by the United Nations Department of Peacekeeping Missions - DPKO [SC Resolution 2145 on 17 March 2014](#)

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

UNV Focus Area Peace building

Task description

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Under the over-all supervision of Chief FTS and direct supervision of FTS Operations Manager the UN Volunteer will undertake the following tasks:

- Ensures the smooth operation of all facets of the FTS Asset Management Unit (AMU) in accordance with UN regulations/guidelines
- Coordinated with the Technical units within FTS to ensure correct and proper accountability and maintenance of Section property.
- Under the supervision of Chief FTS, liaise with other Sections within the Mission to facilitate proper control and movement of Section property throughout the Mission area and to other UN Missions (when approved by UNHQ).
- Ensures that adequate Security, Health and Safety measures are implemented within the FTS - AMU.
- Ensures the accuracy and integrity of the inventory is maintained.
- Processes equipment requests and controls the issuance of equipment, supplies and spare parts.
- Ensures that frequent physical inventory checks and stock takes are carried out within the Warehouse.
- Evaluates stock levels and advises the Section Chief and/or Technical units of requirements and surplus quantities of assets and related equipment.
- Ensures that appropriate procedures are carried out for the Write-off of Section Assets.
- Controls and operates the FTS Field Asset Control System (FACS) inventory regularly updating the system when additional equipment is acquired, relocated, transferred or removed by write off action from the inventory, ensuring that all items are accounted for.
- Coordinates the FTS portion of the receiving and inspection of all goods received via local or UNHQ Purchase Orders and by inter-mission or central logistic base transfers.
- Assist in the processing of all non-expendable FTS equipment that is obsolete, defective or surplus to requirements, for removal from the FTS inventory by Property Survey Board action.
- Processes defective FTS equipment which must be returned for repair, coordinating with the company and the property section for RMA numbers and property management action respectively.
- Capacity builds all subordinate staff where required.
- Work as a team leader for FTS - AMU.
- Knowledge of UMOJA/Galileo and BO on managing ICT Assets.
- Any additional tasks as directed by the Section Chief.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Timely, responsive and high-quality support UNAMA and to GITTS Section.
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as specific quantification of mobilized volunteers, activities, capacities.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level

Secondary education

Education - Additional Comments

High School or equivalent diploma, plus a combination of relevant certification/diploma or other academic qualifications in warehouse inventory and logistics. Supply Chain Management knowledge is preferable

Required experience

36 months

Experience Remark

At least five years of experience in the field of logistics. Knowledge of Warehouse Management System is desirable.

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Inventory, asset and warehouse management Mandatory

Area of Expertise Requirement

Computer literacy with good knowledge of Microsoft Office Packages (Word, Excel, PowerPoint, etc.) and other Office equipment

Need Driving Licence

No

Competencies & Values

- Accountability
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service[Click here to view Conditions of Service](#)**Conditions of Service for International Specialist:**

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

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A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,602. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For example, kindly enter the link [Calculator](#)

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Application Code

AFGR001305-2753

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 28 May 2018

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Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.