

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000967--Regional Finance and Admin Specialist

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	Egypt
Host Institute	International Organization for Migration
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Cairo [EGY]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The duty station will be Cairo, which is a family duty station with a wide range of services (health, education and leisure) and good living conditions. Cairo (and Egypt) has long been a centre of the region's political and cultural life, with high levels of tourism. Like other similar cities, Cairo offers good quality life in terms of access to shopping centres, banks, medical services, cultural events, etc.

The Arab Republic of Egypt has a unique geographical position in Northeast Africa, at the crossroads of Europe and Asia, on the Mediterranean and Red Sea, and its connection to Sub Saharan Africa through the Nile Valley. The country is defined by desert and the Nile, the longest river on Earth. Egypt is bordered by the Gaza Strip and Israel to the northeast, the Gulf of Aqaba to the east, the Red Sea to the east and south, Sudan to the south and Libya to the west.

With over 90 million inhabitants, two-thirds of which are below 30 years, Egypt is Africa's third most populous country after Nigeria and Ethiopia and has the highest population in the Arab world's most densely populated areas, especially in greater Cairo, Alexandria and

other major cities in the Nile Delta.

The country has witnessed significant political and economic changes since 2011. Through this transition, which includes periods of political unrest, the main income sources of the economy have been negatively impacted, particularly in the tourism sector, as well as revenues from the Suez Canal, oil and remittances from Egyptians working abroad, affected by the global economy. UN staffs are not directly targeted in Egypt and for the most are vulnerable to being in the wrong place at the wrong time. It is recommended to keep dwell time in the immediate vicinity of military, police and other prominent official installations to the minimum.

Assignment Details

Assignment Title Regional Finance and Admin Specialist

Organizational Context & Project Description

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

1. Prepare accounting transaction reports & payments pertaining to the Regional Office and ensure that supporting documents are complete, follow up with relevant staff as necessary.
2. Verify invoices and ascertain that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request.
3. Prepare Yearly & monthly-end closure of accounts for, Saudi Arabia and United Arab Emirates and produce financial reports for submission to relevant units. In addition, support with RO Cairo Yearly & Monthly-end closure.
4. Settle travel expense claims for all Regional Office staff; coordinate with respective staff members to verify accuracy and ensure completion of the claims and supporting documentation.
5. Assist in the review the financial activities including oversight of financial expenditure and accountability and financial analysis of Country Offices in Saudi Arabia and United Arab Emirates. In addition to support to RO Cairo Financial activities.
6. Review and process accounting transactions including IOM services fees and the fees for the service providers on biweekly basis for Algeria, Bahrain, Saudi Arabia and United Arab Emirates.
7. Process timely and accurately payroll for Saudi Arabia national staff and ensure proper documentation.
8. Assist and support CO's Saudi Arabia and United Arab Emirates, including responding to queries, support preparing their budgets, and providing supporting documents when requested and processing their payments.
9. Assist to provide administrative and logistical, support and coordination for movement events planned under IOM Saudi Arabia and United Arab Emirates resettlement projects.
10. Provide routine support and coordination for procurement of goods and services of the Country Office Saudi Arabia and United Arab Emirates, ensuring that all received goods are in accordance with the terms and specifications of the respective Purchase Orders (POs). and that all procurement processes made in the office are in line with IOM instructions and guidelines and coordinated with the Procurement and Supply Unit, as needed.
11. Assist the timely preparation of Financial and administrative reports and other relevant documentation for the region, as appropriate.
12. Assist in preparing the annual budget for Saudi Arabia and United Arab Emirates, in coordination with the relevant project managers. Monitor the budget control process and analyze variances between budget(s) and actual expenditures and assist in the preparation of budgets for new projects as needed.
13. Assist in the preparation of the sustainability reports and financial analysis for Saudi Arabia and United Arab Emirates.
14. Assist the Regional office in the financial resources management control; assist in budget reviewing, monitoring and control and facilitate project activation in PRIMA and revise BNPs/budgets.
15. Responsible for vendor creation process for RO, Saudi Arabia and United Arab Emirates.
16. Assist & support the implementation of internal controls in Gulf Country Offices (Saudi Arabia & United Arab Emirates) and

compliance with financial policies, procedures, instructions, rules and regulations, including prevention of fraud and mismanagement.

17. Prepare and ensure proper E-filing for the admin & financial transactions for Gulf and RO Cairo accounts. This include ensuring all documents are scanned and in order for audit trail.
18. Perform such other duties as may be assigned.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

- As an active IOM team member, efficient, timely, responsive, client-friendly and high-quality support rendered to IOM and its beneficiaries in the accomplishment of her/his functions, including:

Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables]

1. Provide Admin & Finance support to Gulf missions and RO Cairo
 2. Support with monthly & yearly accounting closure
 3. Support with daily & yearly budget preparation & review and financial monitoring
 4. Processing monthly payments and travel expense claims
 5. Ensure proper Filling and booking keeping
- 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
- 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 dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Bachelor's degree in finance, Accounting or Business Administration with 3 years of relevant professional experience; or
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience;

Required experience 36 months

Experience Remark

- Experience in applying knowledge of relevant financial discipline;
- Experience in developing / following internal control procedures to prevent fraud and mismanagement;
- Experience in ensuring application of institutional financial policies and guidelines;
- Experience in advocating incorporation of financial considerations into processes and procedures;

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- Experience in the usage of office software packages (MS Word, Excel, etc.) in particular experience in computerized accounting systems including SAP application;
- Knowledge of financial rules and regulations.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Mandatory) , Level - Working Knowledge

Area of Expertise

- Finance, accounting and audit Mandatory
- Other finance, economics and administration related experience Mandatory
- Macroeconomics and public finance Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Communication
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned

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duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code EGYR000967-10547

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.

This is a national UN Volunteer assignment, therefore only nationals of Egypt and legal residents in Egypt with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 23-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDk2Nw==>

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.