

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MLIR001035--Property Control and Inventory Assistant

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

<b>Country of Assignment</b>	Mali
<b>Host Institute</b>	United Nations Multidimensional Integr. Stab. Mission in Mali
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 30-06-2022
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Gao [MLI]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

Gao is non-family duty station. Living conditions are acceptable, but security instructions need to be strictly complied with. The national currency is the Franc CFA (April 2020 exchange rate is 1 US\$ = 545 FCFA). Visa credit cards are acceptable in some hotels and larges shops in Bamako. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from UN Medical Section or from pharmacies, but provision need to be made for specialized medication.

Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff in the course of their assignments in Mali.

Appropriate measures are in place to mitigate the current security risk for UN personnel in the country. All UN Volunteers, like all UN personnel, undergo a security briefing and the 3 days mandatory training "Safe and Secure Approaches in Field Environments" (SSAFE) upon arrival, where practical guidance and recommendations are provided regarding security threats in Mali. An additional security briefing is provided upon arrival to the final duty station.

Like all UN personnel, UN Volunteers based in Gao are accommodated in UN premises. UN provided accommodation in Mali is compliant with wellbeing standards, i.e. female/male bathrooms. A welfare committee is also active in all duty stations to ensure enough access to welfare commodities, including food supplies.

Emergency contacts (security, medical, staff counselling, UNV Office) are made available for all UN Volunteers upon arrival, and each individual is provided with a VHF radio and a call sign, which can be used at all time.

For the sake of rewarding experience, UN Volunteers in MINUSMA carry out their duties with flexibility, commitment and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

# Assignment Details

**Assignment Title** Property Control and Inventory Assistant

## Organizational Context & Project Description

This position is located in the Property Management Unit (PMU) of the Supply Chain Performance Section, Supply Chain Management Service, of the Mission Support Division of the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA), with duty station at Kidal. The Property Management Unit (PMU) in MINUSMA is responsible for ensuring compliance with the United Nations Financial

Regulations and Rules, policies and procedures for property management, for fixed asset management as part of IPSAS accounting and reporting on Property, Plant & Equipment and Inventory, and for oversight of the Delegation of Authority for Property Management. PMU conducts the Supply Chain operations such as physical verification of serialized materials, write-off & disposal and counting and controlling processes. The incumbent shall report to the Chief Property Management Unit.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

## Task description

Under the direct supervision of the Chief Property Management Unit, the UN Volunteer will undertake the following tasks:

- Assists the Supervisor with planning of the property management operations, monitor progress through statistical analysis of database records and monthly progress reports for the Unit;
- Assist with monitoring ongoing operations of the Unit, undertaking regular site visits of field mission offices and carries out physical inspections and verification of UN property;
- Liaises with the Technical Sections, Procurement Section and Movement Control Section at the mission on matter related to Inventory Control, Receiving and Inspection as well as Disposal activities of UN Property;
- Maintain accurate and auditable records, in both hard and electronic format, for accountability of UN Property at mission location in conformance with Administrative Instructions Department of Management Strategy, Policy and Compliance(DMSPC) guidelines and mission Property Management standard operating procedures (SOP);
- Assists in the utilization and enhancement, as required, of the established business intelligence and management tools to monitor and evaluate the overall progresses of the Mission's property management;
- Monitors the Inventory Management database, ensuring anomalies are identified in Discrepancy Reports and addressed immediately;
- Assist with preparation of periodic performance reports in line with Global Assets Management Policy Service (GAMPS) quarterly reporting regime, reviews and ensures accuracy of data;
- Assist preparation of accurate and auditable statistical reports for management in missions and drafts correspondence, as required;
- Assists the Chief of the Unit in compilation and drafting the Standard Operating Procedures (SOP) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Unit, including terms of reference and job descriptions for the Staff in the Unit;
- Identifies issues and implements solutions to problematic areas related to Property Management.
- Ensures accurate tracking of existing fixed assets, implements and monitors the periodic physical verification process;
- Assists with the preparation of periodic IPSAS financial reports on property and equipment and Inventory (year-end reports,

monthly reports), ensures timely submission as per the GAMPS Guidelines.

- Perform other duties as required.

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

- Accurate, efficient, client-oriented and timely responses provided to Management queries.
- Deployed with minimum notice to any part of the mission to complete physical inspections of property as required.
- 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** Bachelor degree or equivalent

#### Education - Additional Comments

Business Administration, Logistics Management, Supply Chain Management or related fields is required.

**Required experience** 60 months

#### Experience Remark

A minimum of five (5) years of progressively responsible experience in property management, property control and asset management is required. Experience in support services, logistics and supply chain management is desirable. Experience UN peacekeeping or field mission operation is also desirable.

#### Language

- English (Mandatory) , Level - Fluent

#### Area of Expertise

- Logistics and supply management Mandatory

#### Area of Expertise Requirement

- Microsoft Office – (Excel, Power BI, Word, PowerPoint, Projects) is mandatory.
- SAP is an advantage.
- Knowledge of French is an advantage.

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Communication
- Ethics and Values
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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### Condition of Service

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

### Conditions of Service for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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

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.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

### **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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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** MLIR001035-10423

### 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:** 08-09-2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/TUxJUjAwMTAzNQ==>

### 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.*