

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PAKR000385--Procurement Coordinator

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>	Pakistan
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Islamabad [PAK]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

This is a national UNV assignment and a Volunteer Living Allowance (VLA) of PKR 83,791 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.

### Living Conditions

As this is a national UNV assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

UNV Field Unit will help you open a Pak rupee bank account with Standard Chartered Bank or any other local bank at your duty station.

## Assignment Details

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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

# Qualifications/Requirements

## Organizational Context & Project Description

The Government of Pakistan has recognized the threat from GLOFs in its National Climate Change Policy and in its National Determined Contribution to monitor changes in glacier volumes and related GLOFs. To be able to strengthen capacities of vulnerable communities to address the GLOF issue urgently in the scale that is needed, the Government of Pakistan has secured GCF resources to upscale ongoing initiatives on early warning systems and small, locally-sourced infrastructure to protect communities from GLOF risks under the GLOF II project. The scaled interventions proposed by this project will expand coverage in targeted districts in Khyber Pakhtunkhwa and Gilgit-Baltistan. The project will reduce vulnerability of communities' for land and water resources by implementing climate- resilient agricultural practices that contribute to food security, considering needs of the local population and promoting gender equality, benefiting over 696,342 people.

UNDP GLOF-II project intends to hire services of a UNV for procurement related activities. For the efficient and smooth implementation of procurement processes, UNV will be required to carry out coordination with GLOF-II project implementing unit , UNDP Country Office Procurement Unit.

## Sustainable Development Goals

13. Climate Action

## Task description

The UNV Procurement Coordinator under the directions from Project Procurement Assistant and direct supervision of National Project Manager will be responsible for the following tasks:

- Support teams for procurements under UNDP and donor rules, regulation and procedures.
- Support teams in management of end-to-end procurement processes.
- Support in gathering requests and initiate timely processes to avoid delays in procurements.
- Facilitate and arrange procurement committee meetings and provide support in preparation of necessary documentation.
- Support team in the rigorous review of the procurement documentation for enhancing internal efficiency and best value for money.
- Prepare and update weekly/monthly procurement sheets for goods, services and works.
- Support in contract management for consultants with respect to contract clauses.
- Support in maintaining necessary documentation (hard/soft) for each procurement process.
- Ensure transparent and responsive procurement process is implemented and maintained.
- Will provide support to project for tracking the procurements of goods and services.
- Conduct and facilitate by regular research for up-to-date market knowledge on major items for procurement with the project.
- Any other task assigned by the project management.

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

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 during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

**Required Degree Level** Bachelor degree or equivalent

**Education - Additional Comments**

A university degree in Supply Chain Management, Project Management, Business Management and or relevant field.

**Required experience** 48 months

**Experience Remark**

- 4 Years' or more experience working in carrying out procurement processes, under various regimes, public and private.
- Experience of working with UN system, public sector organizations and international or non-governmental organizations supporting procurement work.
- Knowledge of UN procurement policies will be an asset.

**Language**

- English (Mandatory) , Level - Working Knowledge
- AND - Urdu (Mandatory) , Level - Working Knowledge

**Area of Expertise**

- Procurement and contracting Optional

**Area of Expertise Requirement**

**Need Driving Licence** No

## Conditions of Service and other information

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**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 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** PAKR000385-10503

#### Application procedure

##### \* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

**Link to follow for - Registration steps**

##### Important:

1. After creating your account, complete all sections of your profile including contact details and two references and submit it.
2. Incomplete profiles shall not be considered.
3. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink.
4. Lastly, select the special call to which you would like to apply.

##### \* Already registered in the UNV Talent Pool?

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.

##### **Post is for National UN Volunteer assignments ONLY.**

Therefore, only nationals of above-mentioned Country and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

For further details, please click on the link below.

**Application deadline:** 15-09-2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/UEFLUjAwMDM4NQ==>

#### 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.*