

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SLBR000043--Procurement & Assets 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

Country of Assignment	Solomon Islands
Host Institute	United Nations Development Programme
Volunteer Category	National Youth
Number of Volunteer	1
Duration	6 months
Expected Starting Date	Immediate
Duty Station	Honiara [SLB]
Assignment Place	Family Duty Station

Assignment Place Remark

Monthly Volunteer living allowance is about SBD 3,816.00.

Living Conditions

With a population of approximately 550,000, the Solomon Islands has hundreds of islands and rural villages. Between 1999 and 2003, it experienced a period of conflict that took a heavy toll on the country and left a need for peace and continued security. Approximately 70 percent of Solomon Islands' exports are forestry products, and the logging industry accounts for 10 percent of its revenue. Health facilities are very basic in Solomon Islands. The government provides free basic healthcare as well as a number of medical clinics and hospitals. The Medical History Card is a document. Permanent residents of Solomon Islands can obtain one at any medical centre. It contains details of the treatments you have received in Solomon Islands for future treatment. Solomon Islands driving licenses are required for driving. More information can be found on the Inland Revenue Division of the Ministry of Finance and Treasury website.

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

We are inspiration in action

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

Assignment Title

Procurement & Assets Assistant

Organizational Context & Project Description

The UNDP “Strengthening the Electoral Cycle in the Solomon Islands Project” (SECSIP) supports the Solomon Islands Electoral Commission and other national institutions providing technical assistance through the electoral cycle (pre-election; elections/polling and post-election) for the conducting inclusive and credible electoral processes. SECSIP phase 1 was implemented from July 2013 until June 2017. A second three-year project was rolled out in July 2017. The project is now transitioning to its third phase expected to end in December 2024.

SECSIP is funded by the Government of Australia and UNDP. The project aims to continue building synergies and strategic partnerships with a range of national stakeholders from government and civil society to ensure that an enabling environment for credible and inclusive elections is created. The overarching objective is to strengthen the link between the electoral cycle and other key governance processes and institutions contributing to social cohesion and the development of a pluralistic society.

This UNV assignment is part of SECSIP third phase. SECSIP III will focus on enhancing inclusive, informed and transparent electoral processes through accountable and effective institutions. SECSIP assistance will also contribute to enhancing and expanding social inclusion, particularly of disadvantaged segments of the population including women, young people and people with disabilities (PWD). The Project will work towards achieving the overarching outcome of ‘more sustainable and inclusive electoral institutions and practices in support of democratic governance in Solomon Islands’ through the four following outputs:

Output 1: Institutional and Operational Capacities of the Electoral Authorities Strengthened

Output 2: Capacity of national authorities and local networks to provide voter information and awareness and to encourage civic engagement strengthened

Output 3: Legal Electoral Framework Improved

Output 4: Women’s Political Participation and Leadership Around the Country Enhanced.

The Training and Civic Awareness Assistant will support the Office of the Registrar of the Political Parties (ORPP) and will implement the duties and responsibilities described in this DOA seeking the guidance of the Registrar and Deputy Registrar and under the supervision of SECSIP CTA/Project Manager.

See <https://www.pacific.undp.org/content/pacific/en/home/about-us/soi-office.html>

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of UNDP SECSIP Chief Technical Adviser or his/her designated mandated representative(s), the UNV Procurement & Assets Assistant will:

1. In compliance with UNDP Rules, Regulations and policies, the incumbent will be part of SECSIP Graduate Programme. For this assignment, the incumbent will be co-located at the Solomon Islands Electoral Office (SIEO). The incumbent general duties and responsibilities will include the following:
 - Assist in the identification of SIEO procurement related needs and raise awareness on procurement policies meeting international best practice standards
 - Provide a monthly report on the activities carried out in support of the mandates of SIEO contributing to UNDP SECSIP project implementation.
2. The day-to-day tasks in support of the SIEO expected to be performed under this assignment include:
 - Assist SIEO in the planning, development and execution of procurement plans in alignment with the mandate and priorities of the Solomon Islands Electoral Commission (SIEC), its Electoral Office and Solomon Island Government procurement rules and policies.
 - Contribute to the preparation, evaluation and conduct of tenders for the procurement of goods and services, including scope of work and technical specification, requests for quotes and calls for expressions of interest from vendors, pre-qualification

exercises and other procurement actions to ensure Best Value for Money.

- Regularly maintain physical and digital filing of procurement related documentation.
- Undertake market research for the identification of potential vendors
- Inform vendors and/or partners of the policies and procedures for the conduct of procurement actions;
- Assist in the steps to undertake contract amendment whenever necessary and recommend actions to address non-compliance.
- Monitor contract execution maintaining a record of previous contracts and performance assessments ;
- Assist in the preparation and conduct of a preliminary assessment of existing asset management systems and procedures in compliance with SIG asset management policies;
- Assist in the formulation/review of an Asset and Procurement Management Policy;
- Create an Asset Register for the recording and continuous updating of SIEO assets;
- Any other task as identified by the CEO in consultation with UNDP SECSIP 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

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

Key Expected Outputs:

- The planning and conduct of SIEO procurement related goods and services is enhanced and carried out in compliance with Solomon Islands rules and policies
- SIEO Asset registry and governing policy are established
- Filing and archiving of documentation in connection with procurement and asset management is appropriately conducted
- Progressive reports reflecting achievements are timely submitted to SIEO and UNDP SECSIP.
- 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

- Bachelor's degree in asset and procurement management or related area

Required experience 12 months

Experience Remark

- Experience acquired after finalization of university studies with the Ministry of Infrastructure, public works or with Ministry of Finance or other Ministries or agencies in sectors that deal with assets and procurement or in private businesses in assets and procurement sectors will be considered an asset.
- Experience working in the UN or other international development organization will be considered an asset

- Good oral and written skills for drafting and reporting; ability to support document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including at grassroots level with community members, religious and youth organizations, and with public authorities; familiarity with Government assets and procurement rules will be an asset.
- Ability to work and adapt professionally in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet.
- Self-motivated; ability to work with tight deadlines.
- Sound security awareness.
- Have affinity with or interest in democratic governance, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Procurement and contracting Mandatory

Area of Expertise Requirement

Knowledge of Pidgin is required

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

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) and final repatriation (if applicable).

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 SLBR000043-10541

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: 23-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U0xCUjAwMDA0Mw==>

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.