

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001537--Associate Project Control 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

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|-------------------------------|-----------------------------------|
| Country of Assignment | South Sudan |
| Host Institute | UN High Commissioner for Refugees |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Expected Starting Date | Immediate |
| Duty Station | Yida [SSD], Jamjang |
| Assignment Place | Non-Family Duty station |

Assignment Place Remark

Non-Family Duty Station

Living Conditions

The UNHCR operation in South Sudan provides protection and support to refugees, IDPs, and statelessness. The conflict that broke out in Sudan's South Kordofan and Blue Nile States in 2011 led to widespread displacement of civilians to Upper Nile State and Unity State in South Sudan. As a result, in 2019, South Sudan is hosting almost 300,000 refugees mainly from Sudan but also from DRC, Ethiopia, and CAR. In 2019, almost 1.9 million people have been displaced in South Sudan as a result of the civil war which has brought massive destruction and loss of life, as well as serious violations of human rights. Since the Revitalized Agreement on the Resolution of the Conflict in the Republic of South Sudan (R-ARCSS) was signed on 12 September 2018, the security situation in South Sudan improved in most areas. Throughout 2018 there was a steady increase in the number of spontaneous refugee returns. Juba is classified as an E, non-family duty station.

R&R cycle for all duty stations in South Sudan is 6 weeks and all international staff resides at UNHCR provided accommodation. UN curfew is from 19:00 to 06:00. There are limited medical facilities in Juba and other cities in the country. In all UNHCR compounds,

regardless of the location, accommodations are equipped with all the necessary furniture. All rooms are provided with in-house services. In addition, most locations are equipped with a gym or some sports equipment. Food supply varies depending on the season. In addition, all UNHCR staff has the option of eating at a cafeteria.

Security Situation:

The security situation in South Sudan as of 1 April 2019, though generally stable remains fragile and fluid in a complex and unpredictable environment. The security situation is characterized by low intensity and localized armed conflict in some areas, high levels of crime across the country, Inter and Intra communal conflict over a diverse range of issues and regular civil unrest in refugee and IDP operations and host community. The signing of the Revitalized Agreement on the Resolution of the conflict in South Sudan (R-ARCSS) in September 2018 represents an important milestone for South Sudan and the security environment has improved in most areas but big challenges remain ahead.

The security level in South Sudan is assessed as substantial (security level 4) in most areas.

Security Risk Management measures in place:

- UN Curfew is in force across the country, but timing differs from one SRM Area to another.
- International staff must request and receive security clearance for official and non-official travel. National personnel must request and receive security clearance for all official travel
- International staff on mission must stay in either a UN facility or UN approved commercial lodging for staff members.
- All UNSMS female staff must be accommodated in UNSMS residential compounds
- Safe and Secure Approaches in Field Environment (SSAFE) to be conducted in areas with HIGH Risk level and above
- All international staff, including UNVs and International Contractors working for UNSMS, and national staff are issued with Personal Protective Equipment (PPE) and VHF radios

However, South Sudan is a unique country and Jamjang Operation is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Associate Project Control Officer

Organizational Context & Project Description

The South Sudan Operation is a very complex and high-risk operation in which all 4 Pillars of UNHCR are being implemented. The perception of fraud and corruption is very high with most of the regions outside the capital not having required infrastructure that provide assurances of prudent financial management and value for money

to fully support financial transactions. UNHCR relies on the multi-functional team approach to conduct monitoring of project financial and performance reports. The Associate Project Control Officer is part of the multi-functional team. In coordination with DFAM's Implementation Management and Assurance Service, s/he is responsible and accountable for providing substantive support, guidance, and oversight on the effective management of the Enhanced Framework for Implementing with Partners (the Framework) as well as oversight on the effective management of Direct Implementation.

Complementary to programme management, s/he will support and conduct analysis and assessment of risks associated with partnerships and direct implementation, policy compliance, operational practices, mitigation measures and gaps and make technical recommendations or decisions in line with the principles of the Framework, of UN/UNHCR's financial rules, policies and regulations and operational context.

The incumbent prompts partnership integrity and other safeguarding mechanisms for ensuring sound stewardship and accountability of funds entrusted to partners or through direct implementation arrangements (e.g. contracts for the procurement of goods and/or services) to ensure resources are used in the most efficient and effective manner to attain the best results for persons of concern.

The Associate Project Control Officer will promote dialogue and consultations for strengthening partnerships and have frequent contacts with UNHCR colleagues, particularly project control and programme staff. S/he may have contact with external stakeholders, such as UNHCR-funded partners, auditors, oversight bodies, and host governments on matters related to partnerships. The incumbent will be mindful of all dimensions of partnerships in accordance with the Principles of Partnership, the Code of Conduct, UN/UNHCR's financial rules, policies and regulations and other relevant documents.

The incumbent works under the direct supervision of the Head of Office with technical support and guidance from the Senior Project Control Officer based in Juba.

1. Sustainable Development Goals: 16. Peace, Justice and Strong Institutions

Supervision, induction and duty of care of UN Volunteers

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.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Head of Sub Office or his/her designated mandated representative(s), the UN Volunteer Associate Project Control Officer will:

- Participate in the annual assessment and planning cycle.
- Review that project agreements are in conformity with Country Operation Plans and UNHCR's rules, policies, and procedures.
- Formulate and implement a performance project monitoring plan in collaboration with the Programme Unit and MFT.
- Participate in the development of the direct implementation monitoring plan in collaboration with the Programme Unit and other relevant functions.
- Support Programme and other relevant functions in the selection of implementation modalities.
- Track the management of project and direct implementation risks in collaboration with the Programme Unit, and report major risks to senior management.
- Review, analyze and verify Financial and Performance Partner Reports (PFR and PPR), and check accuracy and consistency between PFR and PPR, in accordance with partnership agreements.
- Undertake missions within the geographical area of responsibility.
- Monitor, track and verify that expenditure for direct implementation by UNHCR is in line with the approved budget.

- Conduct reviews of the internal control systems of partners and provide advice as required.
- Provide feedback and recommendations of identified variants, risks and issues to the partner, Programme Unit and escalate to management as required.
- Prepare project control reports with the status of programme implementation and financial status.
- Support out timely project closure in coordination with the programme unit.
- Provide input to the mid- and end-year programme review process on issues related to project control and risk management.
- Maintain professional relationships with partners and UNHCR's contractors.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Report on financial and operational performance and risks related to projects and activities under direct implementation and escalate issues to senior management.
- Recommend acceptance or non-acceptance of Partner Reports and payment of instalments.
- Advise on improvements related to implementing partnership and direct implementation management and internal controls.
- Contact partners for project related matters.
- Perform other related 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

- As an active [UNHCR] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:
 - Project Risk Management
 - Project reports monitoring, reporting, and capacity-building support to Partners
 - Unspent balance and audit recoveries and closure of partnership agreements
 - Support drafting of direct implementation monitoring plan and participate in direct implementation monitoring visits
 - 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 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

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

Education - Additional Comments

- Bachelor's degree in a relevant area, e.g. Accounting, Auditing, or area related to Risk Management; an associate chartered certificate accountant in addition to a bachelor's degree in any of the listed fields is an asset.

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national and/or international level in accounting, finance, or risk management, or other relevant programmes; experience with project monitoring and international auditing standards is an asset.

Language

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

Area of Expertise

- Finance, accounting and audit Mandatory

Area of Expertise Requirement

- Professional work experience at the national and/or international level in accounting, finance, or risk management, or other relevant programmes; experience with project monitoring and international auditing standards is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively 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; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- < > valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete) Sound security awareness;
- Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN System.

Need Driving Licence No

Competencies & Values

- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism

- Respect for Diversity
- 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:

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.

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

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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](#))

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- 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

