UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001467--IC Management Support Associate

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Afghanistan</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</tbody>
</table>

The position is based in Kabul working with the UNDP Supply Chain Management Unit.

Living Conditions

The position is based in Kabul working with the UNDP Supply Chain Management Unit.

Assignment Details

Assignment Title: IC Management Support Associate

Organizational Context & Project Description

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
UNDP is the UN’s global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP supports stabilization, state-building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government, the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens. Over the years UNDP support has spanned such milestone efforts as the adoption of the Constitution; Presidential, Parliamentary and Provincial Council elections; institutional development through capacity-building to the legislative, the judicial and executive arms of the state, and key ministries, Government agencies and commissions at the national and subnational levels. UNDP has played a key role in the management of the Law and Order Trust Fund, which supports the Government in developing and maintaining the national police force and in efforts to stabilize the internal security environment. Major demobilization, disarmament and rehabilitation and area-based livelihoods and reconstruction programmes have taken place nationwide. UNDP Programmes in Afghanistan have benefited from the very active support of donors. UNDP Afghanistan is committed to the highest standards of transparency and accountability and works in close coordination with the United Nations Assistance Mission in Afghanistan and the UN system as a whole to maximize the impact of its development efforts on the ground.

Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Task description

- Supporting IC unit in conducting recruitment of ICs direct and competitive as per UNDP rules and regulations and to make sure efficiency and effectiveness;
- Processing of Cost amendments and No cost amendments of contracts;
- Advertisement of IC vacancies;
- Keeping track of IC purchase orders and IC payments for UNDP CO, its projects and UN sister agencies and closure of POs;
- Assist IC procurement staff in documents filling/scanning and E-filling to respond to Audits and CO senior management queries;
- Uploading of vendor documents to GSSU site and follow up with in order to register vendor in system (ATLAS);
- Receipt of IC initial documents and keep record of documents in CRTS management database;
- Making sure Purchase orders are placed on time in system and following up with projects regarding submission of approved requisitions;
- Update vendors on status of their submitted invoices;
- Keeping record of contract database and making sure all IC contracts are in active database;
- Supporting audit team and other requestors for provision of requested files;
- Provide support to IC Unit in conducting reference check, vendor creation, Purchase order;
- Managing the performance evaluation reports for all IC holders;
• Closing/ Canceling Purchase Order in ATLAS;
• Tracking of cost recoveries for UNDP projects
• Perform any other relevant tasks as and when assigned by the supervisor,

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

• Processing of Cost amendments and No cost amendments of contracts;
• Advertisement of IC vacancies;
• Keeping track of IC purchase orders and IC payments for UNDP CO, its projects and UN sister agencies and closure of POs;
• Assist IC procurement staff in documents filling/scanning and E-filling to respond to Audits and CO senior management queries;
• Uploading of vendor documents to GSSU site and follow up with in order to register vendor in system (ATLAS);
• Receipt of IC initial documents and keep record of documents in CRTS management database;
• Making sure Purchase orders are placed on time in system and following up with projects regarding submission of approved requisitions;
• Update vendors on status of their submitted invoices;
• Keeping record of contract database and making sure all IC contracts are in active database;
• Supporting audit team and other requestors for provision of requested files;
• Provide support to IC Unit in conducting reference check, vender creation, Purchase order;
• Managing the performance evaluation reports for all IC holders;
• Closing/ Canceling Purchase Order in ATLAS;
• Tracking of cost recoveries for UNDP projects
• Perform any other relevant tasks as and when assigned by the supervisor,
• Supporting IC unit in conducting recruitment of ICs direct and competitive as per UNDP rules and regulations and to make sure efficiency and effectiveness;

• 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
Secondary education

Education - Additional Comments
- Secondary Education is required.
- Bachelor’s degree in Business Administration, Public Administration, Finance, Economics or related field would be an asset.

Required experience
12 months

Experience Remark
- At least one year of experience at the national or international level in Procurement preferably with an international organization.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of IC management.

Language
- English (Mandatory), Level - Working Knowledge

Area of Expertise
- Procurement and contracting Mandatory

Area of Expertise Requirement
- At least one year of experience at the national or international level in Procurement preferably with an international organization.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of IC management.

Need Driving Licence
No

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

Conditions of Service:

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.

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

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.

**Application Code**
AFGR001467-5760

**Application procedure**
doa.apply_url
https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTQ2Nw==

**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.