UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001468--Procurement and Contract 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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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
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<td>Assignment Place</td>
<td>Family Duty Station</td>
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- UNDP Afghanistan seeks to hire a National UNV (Procurement/Contract Management Support) to work as a team member of procurement unit in order to showcase the impact of its procurement delivery and focus on supporting Projects and Programme units in contract management, invoice management, and provision of support to Procurement Unit Team on conducting the routine procurement process to ensure timely delivery of routine procurement services to donors and government counterpart.

Living Conditions

The position is based in Kabul, supporting UNDP Supply Chain Management Unit.
Assignment Details

Assignment Title: Procurement and Contract Management Support Associate

Organizational Context & Project Description

- 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

1. Ensures Scanning of Purchase Orders and contracts/documents focusing on achievement of the following results:

   - Establishing and maintenance of the e-filing system in accordance with the UNDP Global Filing System;
   - Scanning if transaction files as required and disposal of old files in accordance with the established retention schedule;
   - Scanning documents and making sure files are properly stored and accessible; safe keeping of documents;
   - Provision of photocopies of material from the registry files, as requested by staff.
   - Upload/Arrange scanned files as per the approved naming convention in assigned location (Drive);
   - Assist in soft copy and hard copy filing as requested by the unit;
Follow-up with requesting units on their procurement requisitions, ensuring that all requirements are met. Vendor creation in Atlas.

- Preparation of routine correspondence, faxes, memoranda and reports on procurement in accordance with CO SOP.
- Compilation of information for preparation of cost-recovery bills for procurement services.
- PO Creation and dispatch PO/purchase order.
- Process of the Cases (event management, Catering services, translations, printing, Stationery, workshops, Furnitures etc.
- Preparation of monthly attendance sheet, tracking record of leaves for SCMO team.
- Follow up with LTA holders and Projects due to their payments process.
- Requesting and getting performance evaluation from Projects to evaluate the companies.

2. Invoice Management;

- Receipt of invoice from LTA holders, contractors.
- Registration of received invoices in the share point.
- Distribution of the received invoices to related projects and units.
- Filing of copy of invoice in the related folders for audit purpose.

Payment Modality:

Payments under this contract shall be made on a monthly basis upon receipt of reports on the tasks indicated above, including approved COPs and timesheets per UNDP procurement formats for individual contractors.

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

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- Scanning if transaction files as required and disposal of old files in accordance with the established retention schedule;
• Scanning documents and making sure files are properly stored and accessible; safe keeping of documents;
• Provision of photocopies of material from the registry files, as requested by staff.
• Upload/Arrange scanned files as per the approved naming convention in assigned location (Drive);
• Assist in soft copy and hard copy filing as requested by the unit;
• Follow-up with requesting units on their procurement requisitions, ensuring that all requirements are met. Vendor creation in Atlas.
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• 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

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<th>Required Degree Level</th>
<th>Secondary education</th>
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<td>Education - Additional Comments</td>
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Secondary Education is required.
Bachelor's degree in Business Administration, Public Administration, Social science, 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/contract management is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Knowledge of UNDP Procurement and contract management is desirable.

**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/contract management is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Knowledge of UNDP Procurement and contract management is desirable.

**Need Driving Licence**
No

**Competencies & Values**
- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Managing Performance

**Conditions of Service and other information**

**Condition of Service**
Click here to view Conditions of Service

**Conditions of Service:**
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**
AFGR001468-5759

**Application procedure**
doa.apply_url
https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTQ2OA==

**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.