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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in Afghanistan</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 31-12-2020</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>17-05-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

**Living Conditions**

Afghanistan is a hardship duty station with a volatile security. Living and working conditions for UN volunteers in UNAMA are similar to the living conditions of all other internationally recruited staff members. UN volunteers are provided with safe accommodation in an extensive compound in Kabul with good infrastructure and amenities. The mission has three compounds in Kabul: Compound Alpha, and UNOCA (UN Operational Complex in Afghanistan) the largest one.

UNAMA has three different locations in Kabul, most of the substantive offices, including the SRSG’s are located at the so-called alpha Compound and Palace #7, which is close to the city center, while most of the administrative and technical support offices are located at the UNOCA compound on Jalalabad Road, at some distance from central Kabul.

Generally speaking, stringent security measures are in place throughout the country and UN volunteers as other UN staff, are quite limited to duty stations when it comes to movement. Walking is virtually not allowed. The movement is done inside the “green zone” (only) in armored vehicles driven by national qualified UN drivers.

The single unit accommodation in UNOCA and other field locations are fully furnished; this includes, furniture, washing machine dryer, hot plate, iron and iron stand, microwave, plates, cups, spoons, cooking utensils, electric kettle. One bedsheet and pillow cover is provided. The monthly charge for UN
provided accommodation is USD 300 which is deducted from the monthly Volunteer Living Allowance.

Inside the UNOCA compound are two cafeterias, a restaurant, a Supermarket and 3 small shops which provide a variety of imported canned and frozen food on offer. There is a Fresh vegetable market daily. There is also a social center, a gym hall and a small library with books and DVDs, run by the welfare Office, within the same compound. UNOCA has a new minimarket where basic goods can be bought also. There are also a number of UN cleared supermarkets in Kabul, in Jalalabad, and in Mazar-i-Sharif. The Volunteers are encouraged to bring their own towel and other personal accessories including toiletries and medicines which they may not find easily within the super markets inside the UNOCA Compound.

Some degree of medical service is provided in all UNAMA duty stations. There is a UN clinic in UNAMA/UNOCA complex and access is granted in Kabul to other private international clinics (when and if needed).

Contact with and outreach to the local community is usually limited. As mentioned, many places are off-limits and the choice of recreational facilities are very poor. For all these reasons, bring a stock of books, DVDs/VCDs, computer games, etc., is highly recommended.

Summer in Afghanistan is hot and dry but winter is the opposite – cold and wet. Therefore, both summer and winter clothing and comfortable boots with insulation are necessary.

Afghanistan is a unique country and UNAMA is a unique UN mission. It requires more stamina, commitment, and flexibility than elsewhere to make life comfortable. Therefore, flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort is essential.

Assignment Details

Assignment Title  Fuel Assistant

Organizational Context & Project Description

UNAMA is a political mission that provides political good offices in Afghanistan; works with and supports the government; supports the process of peace and reconciliation; monitors and promotes human rights and the protection of civilians in armed conflict; promotes good governance; and encourages regional cooperation.

UNAMA was established by the UN Security Council Resolution 1401 in March 2002 at the request of the Government of the Islamic Republic of Afghanistan. Its mandate is reviewed annually with the latest mandate renewal being on 17 September 2019 when the Security Council unanimously adopted Resolution 2489.

Resolution 2489 (2019) calls for UNAMA and the Secretary-General’s Special Representative for Afghanistan, within their mandate and in a manner consistent with Afghan sovereignty, leadership and ownership, to continue to lead and coordinate international civilian efforts in full cooperation with the Government of Afghanistan.

UNAMA maintains a permanent and extensive field presence across Afghanistan, as well as liaison offices in Pakistan and Iran. The Mission has more than 1,211 staff - comprised of 833 Afghan nationals, 310 international staff and 68 UNVs. (Figures from December 2018.)

Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Task description
Under the overall supervision of the Chief Fuel Unit, The Fuel Assistant will perform the following functions covering Contracts, invoicing and database Management.

- Raise Funds Pre commitment, commitments and Service Entry Sheets (SES), ensuring timely approval in UMOJA;
- Generate reports on the allocated funds and use as a basis in budget forecasting;
- Monitoring the consumption and expenditure under different budget codes;
- Prepare and maintain monthly expenditure reports in terms of budgetary situation;
- Assist the Chief of Fuel Unit with budget forecasting and monitoring of usage of allocated funds;
- Maintain and accurately record all fuel accounting data on electronic files, databases and on regular files as required;
- Review and analyze database records on a weekly basis for discrepancies;
- Manage and identify improvements of the Fuel Invoicing database;
- Ensuring that the received and accepted quantities from the database match the R&I reports;
- Supervise collation and data entry of information into required databases;
- Review and analyze database records on a weekly basis for discrepancies;
- Liaise directly with the R&I representatives and the contractor to ensure the format agrees with the Contract and rectify minor discrepancies;
- Manage all aspects of fuel accounting and record keeping;
- Review and maintain all Fuel Unit accounting forms and formats;
- Placing orders to vendors and coordinate receipt/issue of fuel from vendors to delivery points;
- Receive and process original requests for the purchase of required fuel products;
- Prepare and maintain periodic fuel consumption reports both in terms of quantity and budgetary situation;
- Monitoring the consumption and expenditure under different budget codes;
- Advise and familiarize clients on data and information requirements;
- Visit field regional Officers as required to ensure correct record keeping;
- Act as point of contact for fuel unit audit records;
- Attend the Contract and Performance Evaluation Meetings and act as note taker;
- Collection of Invoices at the end of each cycle, ensuring receipt requirements are met in accordance with the Contract;
- Verify original invoices submitted by the fuel contractor for payment;
- Review and maintain all Invoice and accounts records;
- Liaise with Procurement Section, R&I, and Finance Section to ensure timely settlement of invoices and recovery of funds where required;
- Ensure the Chief of the Fuel Unit and the Contractor are aware of the progress of each invoice in each period via weekly updates;
- Ensure that all financial and procurement rules and regulations are adhered to when processing payments;
- Produce reports on the status of outstanding requisitions, paid and/or outstanding invoices, payments and related details;
- Draft covering letters to permit the passage of invoices for payment;
- Ensure the timely passage of invoices for timely payment;
- Provide queries as required by the process of verification and *ad hoc* report;
- Generate and provide reports from the database to support the performance evaluation reporting on a monthly basis;
- Improve and develop required functionality to automate reports generated from the Fuel Invoicing database;
- Initiate reports on database anomalies;
- Ensure that all reports, are included in the reconciliation of invoices;
- Perform any other duties or responsibilities that may be assigned by the Chief General Supply and Fuel Unit.

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**

- 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**

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>University degree in Geology, Accounting, Statistics or relevant studies and equivalent.</td>
</tr>
<tr>
<td>Required experience</td>
<td>36 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>- At least 3 years of progressively responsible experience in Petroleum, Oils and Lubricants with experience in accounting for fuel, invoicing and contract administration.</td>
</tr>
</tbody>
</table>
- Working knowledge of UN specific software of UMOJA is preferable.
- Ability to generate fuel reports in spreadsheet and database programs.
- Sound working knowledge of the international procurement and accounting methodologies and system is highly desirable Computer literate: good knowledge of Microsoft office package (Word, Excel, Power point, etc.)

**Language**
- English (Mandatory) , Level - Fluent
- And One of these - Dari (Optional) , Level - Working Knowledge

**Area of Expertise**
- Logistics and supply management Mandatory

**Area of Expertise Requirement**
- Need Driving Licence Yes

**Competencies & Values**
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

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**Conditions of Service and other information**

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

Conditions of Service for International Specialist:

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$ 1,631. 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 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

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.

Application Code: AFGR001499-6294

Application procedure

* Not yet registered in the UNV Talent Pool?

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

Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. 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.

**Application deadline:** 1 March 2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/QUZHUjAwMTQ5OQ==

**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.