

## Descripción de la asignación de voluntarios NU BRAR000533--Climate Mitigation Finance Expert

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

## Información general

<b>País de la asignación</b>	Brazil
<b>Agencia / Entidad Anfitriona</b>	United Nations Environment Programme
<b>Categoría de Voluntariado</b>	National UN Volunteer Expert
<b>Número de Voluntario</b>	1
<b>Duración</b>	12 meses
<b>Fecha de Inicio Esperada</b>	16-11-2020
<b>Lugar de Destino</b>	Brasilia [BRA]
<b>Lugar de Asignación</b>	Lugar de Destino Apto para Familias

### Observación sobre el lugar de asignación

### Condiciones de vida

The assignment will be in Brasilia, the nation's capital. Brasilia is a family duty station, Hardship A. Security level in Brazil is moderate (3). UNDSS Brazil advises to exercise a high degree of caution in Brazil due to high levels of serious and violent crime, particularly in major cities. Violent crime as muggings, armed robbery, kidnappings and sexual assault, is very high. Avoid shanty towns (favelas) in the big cities and if you are attacked or robbed, do not resist. Demonstrations can occur at any time and may turn violent with little or no warning. All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment in Brazil. For missions in rural areas or indigenous reservations, special procedures may apply; UN personnel should

consult with the local DSS office in advance.

Brasilia, was founded in 1960. It is considered as one of the major examples of the modernistic movement in architecture and urban planning in the 20th century and was added to the UNESCO list of World Heritage Sites. The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July. Planned for only 500,000 inhabitants, Brasilia has seen its population grow much more than expected. Several satellite towns have been created over the years to house the extra inhabitants. Brasilia's total population (including the satellite cities) is now over 2,000,000 inhabitants. Outdoor recreational activities include basketball, golf, Hash House Harriers, horse-back riding, picnicking, riding, sailing, soccer, sunbathing, swimming, tennis and volleyball. Inexpensive lessons in many sports are available at the clubs to members and non-members alike. Brasilia is a pleasant and safe city, with live cultural ambience. There are two well marked seasons, with a rainy season from October to April and a dry season from May to September.

## BENEFITS

The key benefit of being a UN Volunteer is the personal satisfaction the volunteer assignment brings you as you make a positive impact on peace and development. **However, UNV supports you during your assignment in several ways.**

UNV programme will provide:

- A monthly Volunteer Living Allowance (VLA) equivalent to \$1,156.98 US dollars to cover the costs of accommodation, housing and regular living expenses.
- Health insurance (including dental), life and permanent disability insurance are included (for the volunteer and up to three dependants), as well as a resettlement allowance upon satisfactory completion service.
- Annual, medical and parental leave (if applicable), e-learning courses and training allowance (reimbursement).
- Reimbursement of up to \$400 US dollars regarding national travel costs to the duty-station, as well as settling-in grant and repatriation grant, in case the duty-station is not within a commuting distance from the volunteer's place of residence.
- Full time availability is required.

# Detalles de la Asignación

### Título de asignación

Climate Mitigation Finance Expert

### SP Contexto Organizativo & descripción del proyecto.

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

Established in 1972, the UNEP has among its main objectives to maintain the state of the global environment under continuous monitoring; to warn people and nations about problems and threats to the environment and to recommend measures to improve the quality of life of the population without compromising the environmental resources and services of future generations.

Headquartered in Nairobi, Kenya, UNEP has a network of regional offices to support environmental governance institutions and processes and, through this network, engages a broad range of partners from the governmental, non-governmental, academic and private partnerships around multilateral environmental agreements and sustainability programs and projects.

UNEP implements a portfolio of climate change mitigation projects in Latin America and the Caribbean funded by the Global Environment Facility (GEF). The projects are in thematic areas including as related to sustainable cities, electric mobility, energy efficiency, renewable energy and climate transparency. The projects are implemented in countries throughout South America, Central America and the Caribbean.

### Sustainable Development Goals

13. Climate Action

### Descripción de la tarea

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Under the supervision of the UNEP Climate Mitigation Unit Administrative Officer (AO) Nairobi, and with local supervision of the UNEP Climate Mitigation Unit Task Manager for Latin America and the Caribbean, the UN Volunteer will be responsible for the following duties:

Project Design And Development:

- Verify documents for overall accuracy, consistency and uniformity in presentation and ensure comprehensiveness and compliance, cross-check consistency of figures in tables with the text of the reports, and verify references to other reports and documents and ensure that all necessary corrections are incorporated.
- Assist in preparation of budgets with respect to project documents.
- Initiate set up of third party banking details for executing agencies.

Project Implementation:

- Provide guidance to Executing Agencies on financial reporting as per the project cooperation agreement with that agencies, and on the templates to be used for meeting these reporting requirements
- Track circulation of new project internalizations and all projects revisions through UNEP clearance and approval process
- Prepare fund documents for budget allocations and prepare the necessary documents in the ERP Operating system.
- Provide guidance to Executing Agencies on the expenditure report template; review expenditure reports to ensure (a) correct amount and objects of expenditures have been charged (b) validity of charges (c) availability of funds; provide feedback to Executing Agencies as necessary in order for the agency to complete the document correctly.
- Initiate processing of expenditure recording.
- Assist in the follow-up on outstanding financial and technical reports with the executing agencies.
- Develop tools on tracking the financial report of all Executing Agencies, and keep these tools up-to-date
- Provide guidance to Executing Agencies on the cash advance template, review cash advances received and provide feedback to Executing Agencies as necessary in order for them to complete the document correctly.
- Process cash advances and follow up on remittances of funds, process UNDP fax authorizations and sub-allotments to Executing Agencies
- Notify payees on status of payments and investigate complaints of non-receipt.
- Prepare budget revision templates, provide guidance to Executing Agencies on the budget revision template, review budget revisions received and provide feedback to Executing Agencies as necessary in order for them to complete the document correctly.
- Create Special Service Agreements/ Purchase Orders /Travel Requests (TVRQ)/Travel advances (RCTAs).
- Assist in the Reconciliation of project accounts against independent audit certificates received from executing agencies.

Inform Executing Agencies of upcoming financial reporting requirements

Project Evaluation And Closure:

- Update project database with relevant project information on revision/closure of project.
- Assist in provision of financial information required in Project Implementation Review (PIR), Mid-term review/Evaluation and Terminal Evaluation.
- Assist in the preparation of project completion and closing revision and supporting schedules.
- Prepare request for refund of unspent balances.

General

- Provide general administrative support.
- Maintain and keep up-to-date project files
- File and archive documentation in soft and hard copies and keep log of archived files.
- Draft/prepare routine correspondence with respect to enquiries related to relevant financial and budget matters.
- Perform other related duties as assigned.

Además de lo anterior, a los Voluntarios de la ONU se les insta a: • Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos

Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técni-camente posible;

#### Resultados / Resultados esperados

- Accurate project finance data maintained
  - All financial reports of all projects in the Latin America and the Caribbean portfolio which are due to be completed within the duration of the UNV contract are finalized.
  - Executing agency partners receive timely guidance on completing financial reports.
  - All executing agency partners receive responses to their queries within five working days.
- 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 dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Cualificaciones/Requisitos

**Nivel de Grado Requerido** Master degree or equivalent

#### Educación - Comentarios Adicionales

Master´s Degree in business administration, finance, accounting or actuarial studies OR Bachelor´s Degree in business administration, finance, accounting or actuarial studies with 2 additional years of work experience in the area.

Additional technical qualifications, certified public account (CPA) or equivalent are desired.

*Candidates with less than 35 years of age that meet the education/experience criteria may be considered.*

**Experiencia Necesaria** 96 meses

#### Comentarios sobre la experiencia

- Minimum of 8 years of experience in finance, budget, accounting, administrative services or related area.
- Experience with finance or administration within the UN system is an asset

#### Lingüísticas

- Portuguese (Mandatory) , Nivel - Fluent
- AND - English (Mandatory) , Nivel - Fluent
- AND - Spanish (Optional) , Nivel - Working Knowledge

#### Área de Experiencia

- Finance, accounting and audit Obligatorio
- Development programme/project administration Opcional
- Other finance, economics and administration related experience Opcional

#### Requisito de area de experiencia

Computer skills: Advanced skills in Microsoft Excel is required.

**This is a national UN Volunteer assignment**, therefore only Brazilian nationals and legal residents in Brazil, with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Necesita Licencia de Conducir

No

# Condiciones del servicio y otra información

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**Condiciones de servicio**

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

## Conditions of Service:

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, 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 (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.

UN Expert Volunteers receive a monthly Expertise Differential , calculated at 40% of the UN Specialist Volunteer monthly living allowance .

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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**Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entities](#))

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).

**Código de aplicación**

BRAR000533-7802

**Procedimiento para la aplicación****\* Not yet registered in the UNV Talent Pool?**

Please 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?**

Please 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:** 14 October 2020 at 23:59 hrs, Germany time**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/QIJBuJAwmDUzMw==>**Advertencia**

*The programme of Volunteers of the United Nations is a programme based on the equality of opportunities, which receives free of charge*

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*aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.*

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