

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000712--Receiving and Inspection (R&I) Assistant

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

Country of Assignment	Democratic Republic of Congo
Host Institute	UN Organisation Stabilisation Mission in the DRC
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	until 30-06-2021
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Entebbe [UGA]
Assignment Place	Family Duty Station

Assignment Place Remark

Assignment is with family (ENTEBBE)

Living Conditions

As Uganda's main international airport is located in Entebbe, it is the most common entry point into Uganda for international travellers, with direct connections to/from Addis Ababa, Amsterdam, Brussels, Cairo, Dar-es-Salaam, Dubai, Johannesburg, Juba, Kigali, Kinshasa, London, Nairobi and other destinations.

Entebbe is currently under Security Level 2, which is the warning and preparation stage to make sure that subsequent levels can be implemented smoothly (e.g. establishment of a coordination center). The Security Management Team (SMT) and other entities that are part of the security management/assessment system (e.g. wardens) meet regularly in order to monitor the security situation and to make preparations for subsequent stages. Security section and the Department of Safety and Security regularly informs all UN personnel and conducts briefings upon arrival to sensitize newcomers and updates on latest political and social developments.

There is a level 1 clinic on the Entebbe Support Base and there are several UN-cleared private hospitals in Kampala. Certain vaccinations are mandatory for UN personnel to enter Uganda, including yellow fever. It is possible that you be asked to provide proof of some/all of the vaccinations at Entebbe International Airport, though it is unlikely. Despite this, all UN Volunteers must ensure that they are up-to-date with appropriate vaccinations, and that these are clearly and properly endorsed in the yellow International Certificate of Vaccination.

Entebbe has been declared a family duty station for all UN personnel as of 1 July 2011. International schools and recreational facilities are available in Kampala and partly in Entebbe as well as markets and supermarkets. Upon arrival, the UNV Support Office will book temporary accommodation for the first few nights at the UN Volunteer's expense (SIG is foreseen to this end), which can be extended or not at the UN Volunteer's discretion until permanent accommodation is secured. Permanent accommodation can be found in Entebbe ranging between 500 and 800 US\$ depending on size and location.

Various mobile phone companies operate in Uganda. SIM and top-up cards are widely available. UN personnel also have access to office internet and phone connections (including a PIN code that can be used for personal calls on a cost recovery basis).

Upon arrival a bank account has to be opened with a local partner bank (Barclays) in order to receive SIG and regular VLA payments. ATMs for major international cards are available in Entebbe and Kampala.

Assignment Details

Assignment Title Receiving and Inspection (R&I) Assistant

Organizational Context & Project Description

The United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO). – <http://monusco.unmissions.org>.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Entebbe Support Base Supply Chain Management Integrated Warehouse Team Leader (ESB SCM TL), the duties of the Receiving and Inspection (R&I) Assistant will include but are not limited to the following:

- Actively participate in the R&I procedures at Entebbe Support Base (ESB) for the delivery of goods and other assets/equipment as required;
- Ensure that items received are in accordance with terms and conditions specified in the relevant Purchase Order (PO), Stock Transport Order (STO), Letter of Assistance (LOA) or Contract; mainly the product specifications, quantity.
- Ensure close coordination with a joint inspection team, comprised of the representatives of the Receiving Unit, Technical Section (Requisitioner), Property Control Inventory Unit (for serialised items) and Integrated Warehouse, for all newly received materials to confirm that they are supplied according to the specifications, terms and conditions of the relevant Purchase Orders (PO), Low Value Acquisitions (LVA), and Outbound Delivery (for Stock Transport Order through Inter-Mission Transfer).
- Ensure that all goods received are documented on the Physical Verification and Handover Voucher and the voucher mutually signed by the participants of the joint inspection team. This voucher serves as both the technical inspection sheet and the handover voucher (HOV).
- Barcode equipment based on the serialization profile in accordance with the Material Master Catalogue (MMC).
- Prepare and Process R&I reports in Umoja UN SAP system.
- Upon completion of the inspection, submit R&I reports to Procurement, Regional Service Centre Entebbe Vendors Service Line (RSCE Vendors SL;), Requisitioner (Technical Section), Integrated Warehouse, Property Control and Inventory Unit (PCIU) as well as Discrepancy Reports (DR) if any; to allow payment to the vendor;
- Hand-over all the accepted materials by the Technical Section to the Integrated Warehouse.

- Keep custody of all rejected items in the R&I warehouse and inform the buyer (Procurement) of the rejected goods and the reason of rejection and provide him with a copy of the DR. The buyer shall then inform and request the vendor to organise the collection of the rejected goods from R&I at the vendor's own cost.
- Complete all data entry of equipment (Fixed assets and non-expendable) and expendables into the Umoja Inventory Management System, as well as monitor the accuracy and comprehensiveness of all items as being entered into the mission inventory management database.
- Submit a weekly report on materials received to the Officer-in-Charge (OIC) R&I Unit.
- When overseeing the work of national staff, the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training.
- Any other duties as requested 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

- All items received conform to specification in Purchase Orders (PO), Low Value Acquisitions (LVA), and Outbound Delivery and all equipment are bar-coded and serialized accordingly.
- 100 % accuracy in entering transactions in the Inventory Management System and submits reports in a timely manner;
- 100 % accuracy in certifying acceptance/rejection status on R&I reports or discrepancy reports concerning equipment transferred to the mission from other Department of Support (DOS) Field missions or availed of through vendors/contractors under local and international contracts.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff.
- 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 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

Education - Additional Comments

Logistics, Warehouse & Supply Chain

Required experience 36 months

Experience Remark

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F. +49 (0) 228-815 2001 W. www.unv.org

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At least 3 years working experience in a warehouse environment, property control work, inventory management assignments; good knowledge and experience of inventory systems and understanding of the policies and procedures relating to the UN field assets management.

Language

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

Area of Expertise

- Logistics and supply management Mandatory
- Inventory, asset and warehouse management Mandatory
- Other premises management/maintenance, supply, or purchasing related experience Optional

Area of Expertise Requirement

Good knowledge of Windows Microsoft Office programs, preferably Access, Word, Excel and other Microsoft professional programs; knowledge of Galileo and UMOJA or general knowledge in SAP applications is desirable.

Need Driving Licence Yes

Competencies & Values

- Client Orientation
- Communication
- Creativity
- Ethics and Values
- 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.

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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\$ 1,651. 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 ([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 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;
- 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).

Application Code CODR000712-7552

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: 20 August 2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDcxMg==>



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.

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