UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000828–Finance 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>Egypt</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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<tr>
<td>Expected Starting Date</td>
<td>15-06-2020</td>
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<tr>
<td>Duty Station</td>
<td>Cairo [EGY]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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This assignment is part of the UNDP – UNV Talent Programme for Young Professionals with Disabilities. The programme seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

Living Conditions

UNDP building is accessible to different disabilities, it facilitates the entrance and exit to those with physical movement difficulties. There is already one staff using a wheelchair due to his health conditions (neurological disorder). Also, a down syndrome-volunteer works in the registry unit. UNDP’s management is very supportive and ready to provide necessary equipment and facilities in case it is
Reasonable accommodation

The UN system is committed to creating an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.[1]


Assignment Details

Assignment Title Finance Associate

Organizational Context & Project Description

UNDP has been on the ground in 2017, supporting the Government of Egypt and delivering to people the best solutions particularly the most vulnerable, women and youth. In 2017, UNDP succeeded in developing it Country Programme Document (CPD) that guides our road from 2018 to 2023, a five-year plan, that focuses on inclusive growth and innovation, climate change and environment and gender equality. The document was built on intensive consultations with the government, private sector, academia, youth, donors, and civil society.

UNDP is committed to showing results in its development work by adopting “Results Based Management” (RBM) approach and applying it to all of its projects and thus creating a results-orientated project management system.

UNDP Egypt is now one of 17 UNDP offices in the Arab region covered by the UNDP headquarters Bureau for Arab States (RBAS), which acts as the link between the UNDP Administrator in New York and the UNDP Resident Representative in the field. Since 1977 the UNDP Resident Representative in Egypt has also been the Resident Co-ordinator of the UN system in the country. In this position the Resident Co-ordinator represents the UN Secretary-General and co-ordinates the operational activities of the UN system at the country level.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

The Finance Associate will undertake the following tasks:
Ensure implementation of operational and financial management strategies, and adapts processes and procedures focusing on achievement of the following results:

- Full compliance with UN/UNDP rules and regulations of financial processes, financial records and reports and audit follow up, implementation of the effective internal control framework;
- CO finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management;
- Provision of inputs for implementation of cost-saving and reduction strategies in consultation with the office management;
- Preparation of cost sharing and trust fund agreements, follow up on contributions within the CO resource mobilization efforts.

Ensure administration of budgets and functioning of the optimal cost-recovery system focusing on achievement of the following results:

- Preparation and modifications of budgets for UNDP management projects, follow-up with HQs on ASL for management projects;
- Presentation of researched information for planning and status of financial resources of the CO;
- Timely preparation of cost-recovery bills in Atlas for the services provided by UNDP, implementation of the income tracking system and follow up on cost recovery.

Provide accounting and administrative support to the Finance Unit and perform Global payroll functions focusing on achievement of the following results:

- Proper control of the supporting documents for payments and financial reports for projects; preparation of all types of vouchers. Pay Cycle and payments execution;
- Proper receipting of goods and services and establishment of accruals;
- Approval of vendors in Atlas (if a senior member of the Finance team);
- Global payrolls processing in Atlas;
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared and processed; travel claims, MPOs and other entitlements are duly processed;
- Timely accounts closure;
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues;
- Timely corrective actions on erroneous data in Atlas. Preparation of financial reports as required;
- Maintenance of the Accounts Receivables for UNDP projects and follow-up with partners on contributions, deposits creation in Atlas and their application to AR pending items;
- Timely VAT reimbursements, payment of GLOC by the Government.

Ensure proper CO cash management functioning focusing on achievement of the following results:
• Alternate for timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application;
• Alternate for daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and recording of contributions;
• Preparation of monthly UN exchange rate report to Treasury;
• Timely and accurate preparation of bank reconciliations;
• Alternate for timely preparation of monthly cashflow forecast for use by Operations Manager/ Finance Analyst. Liaison with UN Agencies to obtain estimate of their cash requirement;
• Initiation of bank transfers and deals in Atlas.

Ensure facilitation of knowledge building and knowledge sharing in the CO and guidance to all stakeholders on financial matters focusing on achievement of the following results:

• Organization/conduct of training for the operations/ programme/projects staff on financial management;
• Synthesis of lessons learned and best practices in Finance;
• Sound contributions to knowledge networks and communities of practice.

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 key results have an impact on the overall CO efficiency in operations and success in implementation of finance strategies.

• 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
Hold a Bachelor or Master level, degree or be enrolled in a university degree at Master level in Finance, Business or Public Administration.

Required experience
0 months

Experience Remark
To be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates should be:

- living with a physical or sensorial (hearing or visual) disability;
- up to 35 years of age.

Work experience will be an advantage but not a requirement.

Specific requirements:
- Interest in the UN and adaptability to a multicultural environment
- Strong commitment to working for sustainable development and human rights
- Excellent Knowledge of MS Office applications (Excel, PPT, Word)

Language
- Arabic (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Fluent

Area of Expertise
- Other development programme/project experience Mandatory

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Working in Teams

Conditions of Service and other information
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: EGYR000828-6394

Application procedure

Prerequisites

To be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates should be:

- living with a physical or sensorial (hearing or visual) disability;
- up to 35 years of age.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

On your profile, kindly select the response “yes” to the question whether you consider yourself a person living with a disability.

Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the “special remarks” field in your profile.

For assistance related to the registration, kindly contact talent.programme.recruit@unv.org.

In case you are facing accessibility constraints, you may submit your application by email to talent.programme.recruit@unv.org.

Application deadline: 5 April 2020

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

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