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>Western Sahara</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in Western Sahara</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 30-06-2021</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Laayoune [ESH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

Western Sahara is a territory on the North-west Coast of Africa bordered by Morocco, Mauritania and Algeria. The city of Laayoune has full infrastructure systems, including running water, electricity and sanitation. Sometimes there will be water shortages.

Each UN Volunteer lives in his/her own private accommodation, preferably in the security-cleared and designated areas. Generally, apartments are furnished but the settling-in-Grant will cover the cost of modest house furniture. The UNV support Officer will provide help with finding accommodation.

Some entertainment is available in the city, including restaurants, cafes, gym, tennis fields and parks. The local currency is the Moroccan Dirham and many banks and exchange bureaus are available. ATM machines are also available to withdraw money in the local currency.

The weather in western Sahara is mainly hot and windy. Nights are generally colder than days, which is typical desert weather. Winters can get much colder, up to lows 10 degrees. Very windy days, as well can occur, so it is recommended to have warm protective clothing as well as light smart wear for Summer.
Mobile phone service is provided in Western Sahara by a few Moroccan phone companies. The most popular is Maroc Telecom and it offers good rates. Wireless internet is available through the service provider.

Assignment Details

Assignment Title
Finance and Budget Assistant

Organizational Context & Project Description

The United Nations Mission for the Referendum in Western Sahara (MINURSO) was established by Security Council resolution 690 of 29 April 1991 in accordance with settlement proposals accepted on 30 August 1988 by Morocco and the Frente Popular para la Liberación de Saguia el- Hamra y de Río de Oro (Frente POLISARIO).

The settlement plan, as approved by the Security Council, provided for a transitional period for the preparation of a referendum in which the people of Western Sahara would choose between independence and integration with Morocco.

While the organization of the referendum has not been possible, other requirements of the mandate have been pursued successfully. MINURSO today performs the following tasks:

- Monitor the ceasefire between the parties that became effective on 6 September 1991
- Support the political process and report to the Secretariat and the Security Council on developments in and affecting Western Sahara
- Reduce the threat of mines and UXOs
- Support the UNHCR confidence building programme.

The Finance and Budget Section (FBS) is responsible for the management of the financial resources of MINURSO and for the provision of financial and accounting services to MINURSO and its Clients, more specifically:

- Provide mandate-enabling support to the Mission by focusing on advisory analytical budget planning and fund control services
- Coordinate the work through daily exchanges and consultations
- Develop and coordinate Mission’s cost estimate and other budgeting activities
- Ensure ongoing monitoring and analysis to ascertain that the mission’s organizational performance is tracking the set targets and resources requirements and achieve MINURSO mandate.
- Ensure, in relation with service providers, that financial accounts of the mission are continuously maintained and monitored, and are closed each year in compliance with IPSAS financial reporting requirements
- Ensure all financial operations of the mission are in accordance with the existing financial rules and regulations and various instructions/procedures.
- Ensure the maintenance of accounts in UMOJA that faithfully reflects financial activities and enable the provision of accurate and timely financial reports and other information pertaining to the receipt and use of funds.
- Ensure the maintenance of Financial and budgetary control to ensure that expenditures comply with the Financial Regulations and Rules of the United Nations, reflect the effective and efficient use of resources, accord with the purposes for which funds were provided and do not exceed authorized limits and available income.

Sustainable Development Goals
5. Gender Equality

Task description

- Timely and accurate processing of F10 for travel and medical claims for all Bangladesh Medical Unit Contingent and follow-up with RSCE on pending F10 claims for National Staff UNVs, and ICs;
- Review, screen and upload incoming Payment invoices in COSMOS and archive original payment Vouchers;
- Prepare the necessary entries for the VAT portion of Payment invoices, submission of VAT Claim to the Government monthly and follow up on reimbursement;
- Process Petty Cash replenishment and conduct Surprise and monthly Petty Cash count;
- Process Low Value Acquisition (LVA) payments, Military Medical invoices, welfare payments, urgent advances, FPOL casual
Qualifications/Requirements

- workers payments and cash delivery to Liaison office in Tindouf;
- Closely monitor outstanding receivables to enable timely recovery from payroll and initiate prompt action if recovery payroll is not feasible;
- Identifies problem transactions and irregularities in related accounts, resolving them in a timely and effective manner;
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
- Monitors, analyses transactions recorded into the accounting system;
- Assist in the preparation of the mission’s annual budget that includes collecting information from all the departments of the mission for the establishment of Major Resourcing Priorities, Result Based Budgeting, Cost estimates and other mission’s resourcing requirements such as staff and non-staff requirements. Assist in the reviews, analyzes of requirements with respect to the finalization of the budget proposals;
- Assist in the preparation, reviews and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and instructions. Reviews and ensures valid variances between approved budgets and actual expenditures;
- Administer the allotments of the mission and keep records of redeployment of funds. Manage all the budget files, records and correspondences, particularly the finalized budget and performance documents and responses to all questions;
- Keep records of all timetable, deadlines and schedules and ensure that all the concerned departments are aware of the timelines;
- Assist for the effective use of budgetary resources through monitoring of budget utilization to the approved budget. Analyze variances between approved budgets and actual expenditures;
- Prepare analytical financial reports to be used to provide support and guidance to fund centers / sections on budget implementation and for corrective actions where necessary;
- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports;
- Liaise with the support center and fund centers, regarding payments;
- Serve as back-up in the section and Perform any other function assigned by the Unit Supervisor and Section Chief.

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

- Accurate and timely processing of Customer Invoices;
- Efficient and Client Oriented Service to Staff and Vendors.
- Minimized VAT amount pending with Government.
- Accounts receivable records are updated and are in minimal level.
- Timely and quality inputs to budget performance, proposed budget and other budget documents/reports.

- 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

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Bachelor Degree or equivalent first level University degree is required in Finance related fields.

**Required experience**  
60 months

**Experience Remark**
- At least 5 years of progressively responsible experience in the national or international level in accounting, budgeting or financial management
- Experience in budget preparation, monitoring budget implementation and budget performance reporting
- Fluency in English and/or French.
- Excellent drafting skills desirable
- Computer Skills: Excellent skills in word and Excel
- Good knowledge of any of the following SAP modules: Financial Accounting, Funds Management.
- Sound Security awareness.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Self-motivated ability to work with minimum supervision; ability to work with tight deadlines.

**Language**
- English (Mandatory), Level - Fluent
- AND - French (Optional), Level - Fluent

**Area of Expertise**
- Other finance, economics and administration related experience Mandatory

**Area of Expertise Requirement**

**Need Driving Licence**  
Yes

**Competencies & Values**
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

**Conditions of Service and other information**

<table>
<thead>
<tr>
<th>Condition of Service</th>
<th>Click here to view Conditions of Service</th>
</tr>
</thead>
</table>

2 Sep 2020

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

ESHR000034-7692

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:** 16 September 2020

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