

Descripción de la asignación de voluntarios NU GNBR000096--Administrative and Finance Assistant

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

País de la asignación	Guinea Bissau
Agencia / Entidad Anfitriona	United Nations Development Programme
Categoría de Voluntariado	National Specialist
Número de Voluntario	1
Duración	6 meses
Fecha de Inicio Esperada	26-10-2020
Lugar de Destino	Bissau [GNB]
Lugar de Asignación	Lugar de Destino Apto para Familias

Observación sobre el lugar de asignación

Condiciones de vida

Capital: Bissau; Population of Guinea-Bissau: 1.449.230 (45 % Muslims and 10% Catholic, 45% other), according to 2009 Population and Housing census.

Climate: Bissau aprox. 25°-30°; Rainy season from June to October.

Health: The health sector is very precarious. The United Nations have their own health centre for basic health care services.

Language: Official language: Portuguese; Spoken language: Creole; Working language at the United Nations: English and French.

Electricity and Communications: Some areas of Bissau have electricity nearly 24 hours per day, others depend on generators. There are several internet cafes in Bissau.

The country code is 245. MTN and Orange are the mobile phone companies in the country.

Money/Banking: There is access to banks and to 24/7 local ATM services.

Security: Although there is a certain political instability, the day to day life is calm. Neither the International Community nor the population of Guinea-Bissau is not affected the political instability. The UN staff members are equipped with Codan Radios (VHF) for communication with other UN staff members and UN Security Department. [Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, cultural awareness such as dress code / alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc.

Guinea-Bissau provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Detalles de la Asignación

Título de asignación

Administrative and Finance Assistant

SP Contexto Organizativo & descripción del proyecto.

The United Nations Development Program (UNDP), implements programs in order to empower more and more people and thus help nations to become stronger and more resilient. UNDP is present in 177 countries and territories and works with people to achieve their own solutions to global and national development challenges.

UNDP has been present in Guinea-Bissau since the signing of the Cooperation Agreement with the Government of Guinea-Bissau after independence, on June 29, 1975. Since then, UNDP has been implementing programs in partnership with the Government and Civil Society Organizations in the country, promoting sustainable development, democratic governance and economic growth.

The project "Strengthening natural resource valuation capacities for improved planning and decision-making to conserve the global environment" has as its main objective to strengthen the capacity for better decision making to achieve and sustain global environmental obligations through better valuation and accounting of natural resources. To this end, the overall objective of this project is to develop technical and institutional capacities to undertake an economic valuation of global environmental goods and services as potentially impacted by the proposed policies, programs, plans and development projects.

The project will be implemented through four strategically linked components, each of which comprises a set of results with their respective activities that will build institutional, individual and systemic capacities in Guinea-Bissau. Among the main activities of the project are improved target capacities, enhanced tools for monitoring and valuing natural resources, targeted training and awareness raising.

The project strategy emphasizes a long-term approach to institutionalizing capacities to meet the obligations of Multilateral Environmental Agreements through a set of knowledge acquisition activities that provide the basis for effective decision-making in relation to global environmental benefits. The active participation of stakeholder representatives in the complete project life cycle facilitates the strategic adaptation of project activities, observing project objectives. In addition, the inclusion of non-state stakeholders contributes to adaptive participatory management of project implementation and promotes the long-term sustainability of project outcomes.

In this regard, UNDP Guinea-Bissau is looking for an UNV specialist for the position of "Administrative and Finance Assistant" to support the project coordinator in implementing the above mentioned project.

Descripción de la tarea

Within the delegated authority and under the supervision of Project Coordinator or his/her designated mandated representative(s), the UNV Administrative and Finance Assistant will:

- Ensure the general administration and financial services of the project, such as payment processing, requisitions and procurement plan update and follow up, budget monitoring including drafting budget revisions, project attachment into UNDP platforms (Atlas and GEF projects' PIMS+);
- Ensure the follow-up of payments made in due time by the local UNDP office;
- Prepare routine correspondence and memoranda to be signed by the person responsible for the project;
- Help in the logistical organization for meetings, training and workshops;
- Prepare agendas and organize field visits, meetings and internal and external meetings related to project activities and write meeting minutes, including project steering committee meetings;
- Collect, record and maintain all information about project activities;
- Support the preparation of draft work plans and financial and operational planning processes of the project;
- Monitor the activities, budgets and financial expenses in the project,
- Contribute to the elaboration of progress reports;
- Contribute to the drafting communication documents on project results (for internal newsletter, or UNDP website...);
- Ensure the reception and coordination of appointments and meetings schedule;
- Make photocopies, bindings and presentations;
- Organize and keep updated the physical file of the project;
- Responsible for assets and equipment inventory list elaboration and periodical update;
- Any other related tasks as required or assigned by the supervisor.

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 técnicamente posible;

Resultados / Resultados esperados

As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

- Activities, budget and financial expenses are well monitored, and reports are available;
- All project files, correspondence and mails are organized and accessible;
- Workshops, seminars, training programs, field visits are logistically prepared;

The project's AFA (Administrative and Finance Assistant), must guarantee the expected administrative and financial results of the project, carrying out all the tasks described in Section 12 in support of the achievement of the expected effects and products as defined in the Project Document.

The AFA will benefit from training and contribute also to learning process within the project team and the sustainable development unit.

- 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

Cualificaciones/Requisitos

Nivel de Grado Requerido Bachelor degree or equivalent

Educación - Comentarios Adicionales

University Degree/Bachelor's degree in Finance, Business or Public Administration. Specialized certification in Accounting and Finance is an asset.

Experiencia Necesaria 36 meses

Comentarios sobre la experiencia

- Three (3) years of relevant admin and finance working experience with the private sector, international aid projects or international development or similar organizations;
- Basic knowledge about contracting, small-scale cash handling, logistics supports and packaging systems is a basic requirement;
- Knowledge of procedures for the implementation of UNDP projects, including procurement, disbursements, reporting and monitoring is preferable and
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) ;
- Knowledge of spreadsheet and database packages, experience in handling of web-based management systems, like Atlas system is an asset.

Lingüísticas

- Portuguese (Mandatory) , Nivel - Fluent
- And One of these - English, French (Mandatory) , Nivel - Working Knowledge

Área de Experiencia

- Finance, accounting and audit Obligatorio
- Other finance, economics and administration related experience Obligatorio

Requisito de area de experiencia

- Basic knowledge about contracting, small-scale cash handling, logistics supports and packaging systems is a basic requirement;
- Knowledge of procedures for the implementation of UNDP projects, including procurement, disbursements, reporting and monitoring is preferable and
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) ;
- Knowledge of spreadsheet and database packages, experience in handling of web-based management systems, like Atlas system is an asset.

LANGUAGES REQUIREMENTS: Fluency in Portuguese AND Working Knowledge of French OR English

Necesita Licencia de Conducir No

Competencias y Valores

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism

- Respect for Diversity
- Working in Teams

Condiciones del servicio y otra información

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.

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

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

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

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

GNBR000096-7961

Procedimiento para la aplicación

*** 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.

! FOR National UN Volunteer assignments ONLY

This is a national UN Volunteer assignment, therefore only nationals of Guinea Bissau and legal residents in Guinea Bissau with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don't forget to tick the yes box for: "I am interested in serving as a volunteer in my own country."

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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



Application deadline : 21-10-2020

Female candidates are strongly encouraged.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/R05CUjAwMDA5Ng==>

Advertencia

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratuitamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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