UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KAZR000210—Administrative 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Kazakhstan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>Resident Coordinator Office</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>4 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Nur-Sultan [KAZ]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

The post is open only for citizens of Kazakhstan.

Living Conditions

- The UN Volunteer will be based in Nur-Sultan, Kazakhstan. UN Security Level: Phase 1.
- The nation’s capital, Astana (newly named Nur-Sultan), was founded in 1997. The new capital was unveiled internationally on June 10, 1998. Nur-Sultan’s favorable location in the center of the Eurasian continent makes it an economically advantageous transport, communication and logistics center, and a natural bridge between Europe and Asia. The architectural concept of Nur-Sultan was based on the idea of Nursultan Nazarbayev (the President of Kazakhstan) implying a special Eurasian style of Astana should harmoniously combine the cultural traditions of both the East and the West. A well-known Japanese architect Kisho Kurokawa became the author of the general layout of the capital.
The average temperature is 3°C, rising to over 41°C during the hottest period. The hottest month in Astana is July and the coldest month is February. Nur-Sultan's total population is now over 1,082,222 inhabitants.

Medical services:

- No special vaccination is required to travel to Kazakhstan, Nur-Sultan.
- Medical services (including dental care) are provided at European standards. Clinics working 24 hours are available in the city. There are both private and state clinics and hospitals.
- Kazakh and Russian are spoken languages in the region and the official languages of the state.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Administrative Assistant</th>
</tr>
</thead>
</table>

Organizational Context & Project Description

On 31 May 2018, the United Nations General Assembly unanimously adopted the resolution A/RES/72/279 on the repositioning of the United Nations development system. Among other key mandates the resolution endorses the Secretary-General's proposals for a reinvigorated Resident Coordinator System. The Resident Coordinator System is the main mechanism to coordinate the United Nations system's operational activities for development, as well as emergency, recovery and transition in programme countries. In Kazakhstan, the RC system aims to bring together all UN agencies to improve the efficiency and effectiveness of collective UN activities. It supports national development efforts by coordinating activities within the UN Country Team and between the UN and its development partners, donors, civil society, the private sector and the Government of Kazakhstan.

The UN Resident Coordinator's Office (UNRCO) supports the UN Resident Coordinator in his/her roles and functions. The UNRCO in Kazakhstan provides inter-agency coordination support to the UNCT and its various sub-groups. The support includes strategic planning, programme and operations management, policy guidance, as well as knowledge management, advocacy and communications, all seeking to enhance UN coherence and improve overall programme impact to better achieve results.

Following the resolution recommendations, the UNRCO in Kazakhstan is in the process of recruitment of professional programme staff for the office but given the timeframe required for that type of recruitment and a number of initiatives that require completion before the end if the year, the RC Office is urgently seeking for Administrative Assistant to support the office with administration related work till the end of this year.

Sustainable Development Goals

17. Partnerships For the Goals

Task description
The national UN Volunteer/Administrative Assistant will provide support to the Development Coordination Officer/Partnership and Development Finance (PDF) in implementation of everyday activities of the RC Office. The Administrative Assistant will work under direct supervision of the PDF. The Administrative Assistant will be responsible for administrative (organizational and logistics) issues and the issues related to finance and procurement (procurement of services and goods, payments, accounting, cash management and others) if necessary on request of PDF.

The duties and responsibilities of the Administrative Assistant will include:

1. **Administrative support**:
   - Preparation of travel requests for RC Office staff, consultants and in accordance with UNDP standard operating procedures;
   - Solution of organizational issues on reservation and acquisition of tickets and others; securing visa support, arrangement of transport and accommodation in a hotel and etc. during the visits of foreign experts;
   - Assistance to PDF in keeping close contacts with key partners and other organizations by means of direct contacts, collection of information and proposals, registration of incoming and outgoing correspondence, preparation of draft letters and organization of meetings;
   - Keeping the catalogue of archive data, inclusion of all data on contracts, reports and etc. into it, revision and updating of them in an established format for subsequent use;
   - Development of a catalogue of materials on monitoring of the RC office activities (correspondence, reports, budget and financial expenses) in accordance with UNDP requirements;
   - Organization of the process on preparation and logistics of workshops, working meetings, delegations, field expeditions and etc.;
   - As required, preparation of basic materials to use during presentations, workshops and briefings;
   - Preparation of unofficial translations and as required, acting as an interpreter.
   - Execution of other related tasks on request of the PDF.

2. **Financial management support**:
   - Preparation of budget revisions of the RC Office;
   - Preparation of documents for payment in accordance with SOP; create non-PO vouchers in Atlas
   - Monitoring of project expenditures in accordance with the work plan and UNDP procedures;
   - As necessary, preparation of cash advance requests and securing of reporting in accordance with UNDP procedures.

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**

- As an active RC Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the RC Office and its beneficiaries in the accomplishment of her/his functions, including preparation and submission of office related documents;
- 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.

- 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**

Bachelor’s degree in social sciences, business administration, finance or other related fields.

**Required experience**

24 months

**Experience Remark**

- Minimum 2 years of work experience in administrative and financial support of projects.
- Work experience in UN or UNDP projects or in cooperation with international organizations would be an advantage.

**Language**

- English (Mandatory), Level - Fluent
- AND - Russian, Kazakh (Mandatory), Level - Fluent

**Area of Expertise**

- Logistics and supply management Mandatory
- Administration and administrative assistance Mandatory
Area of Expertise Requirement

- Very good writing and editing skills in English.
- Excellent interpersonal, communication and facilitation skills; as well as good organizational skills.
- Ability to plan and work in a high-pressure work environment under tight deadlines;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages.

Need Driving Licence

No

Competencies & Values

- Accountability
- Client Orientation
- Communication
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

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  KAZR000210-5308

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. This is a national UN Volunteer assignment, therefore only nationals of Kazakhstan and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Application deadline: 12 September 2019

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.