

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## KENR001747--Finance 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

<b>Country of Assignment</b>	Kenya
<b>Host Institute</b>	United Nations Environment Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nairobi [KEN]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Family Assignment

### Living Conditions

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighboring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub-counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 40 million is growing at an annual rate of 2.2%. The country's GNP per capita estimated at purchasing power parity (PPP) is \$975, and the GNP is growing at an average rate of 0.1% annually. More than 26% of Kenya's people live below the international poverty line of \$1 per day. Kenya's main food crops are "maize, wheat, pulses, roots and tubers." (FAO).

Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP.

The socio-economic and cultural background of the immediate society the UNV would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate.

# Assignment Details

**Assignment Title** Finance Assistant

## Organizational Context & Project Description

The Nairobi Convention Secretariat is the Regional Seas Convention for the Eastern and Southern Africa region administered by UNEP within the Division of Environmental Policy Implementation in UNEP responsible for the coordination, development and implementation of the Nairobi Convention's Work Programme. The UNV will provide support in the management, monitoring and evaluation of the projects executed by the Nairobi Convention Secretariat by supporting the management of projects, in budgeting, accounting and administrative roles.

**Sustainable Development Goals** 13. Climate Action

## Task description

Under the direct supervision of the Head, Nairobi Convention Secretariat, the UNV will assist in the following tasks:

- Provide support with regard to the review, analysis and preparation of the projects' budgets and their revisions (periodic, completion and closure).
- Prepare supporting documents (narrative and supporting tables) with respect to GEF submissions and UNEP Programme of Work budget template.
- Assist in preparing contractual documents for projects partners including memos, small scale funding agreements, Project Cooperation Agreements, for their timely approval etc.
- Assist in the preparation of travel requests for meeting participants, verify accuracy of input data, ensuring consistency of data with budget allocation and availability.
- Assist in preparation of budget performance submissions and finalization of budget performance reports, analyse variances between approved budgets and actual expenditures.
- Use UN ERP system to prepare periodic reconciliation of project accounts reports, monitor expenditures and compare with approved budgets; prepare adjustments as necessary.
- Review incoming expenditure reports from project partners and upon certification by the programme officer, record expenditure in the UN ERP system, prepare payment request.
- Notify payees on status of payments.
- Assist fund management officers regarding queries on budget, payment and deposit related issues and related correspondence.
- Support contract management for consultants and individual contractors (CIC), processing CIC and related payments.
- Maintain updated files and archives/databases as required.
- Perform other related duties as assigned.

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 project finance data maintained.
- Provision of and liaison between financial and substantive transactions in support of the Nairobi Convention portfolio and all

related partners.

- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

University degree (bachelor's degree or equivalent) in Finance, Commerce Economics or related field. Two years of qualifying experience as an Accountant CPAK, additional technical training in finance, accounting or administration is desirable.

**Required experience** 36 months

### Experience Remark

Minimum of 3 years' work experience, including progressively responsible work in finance and accounting activities, business administration or a related field at the national level. Experience in the use of Finance Enterprise systems is desirable. Experience with MS Office 2007 or newer versions, and financial management, using electronic systems environment is desirable. English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in both written and spoken English is required. Knowledge of another official United Nations language is an advantage.

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Finance, accounting and audit Mandatory

### Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

# Conditions of Service and other information

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**Condition of Service**

[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

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer

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W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

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**

KENR001747-7201

**Application procedure**

\* Not yet registered in the UNV Talent Pool? Please 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? Please 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:21-06-2020

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTc0Nw==>

**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.*