

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001811--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

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

Assignment Place Remark

Family assignment

Living Conditions

Nairobi, the capital city of Kenya, is home to hundreds of international companies and organizations including being the United Nations Environment Programme (UNEP) Headquarters. It has adequate health facilities, banking facilities and communications infrastructure including those comparable to international standards. Education facilities are accessible with options for international curriculums readily available. Amenities such as water/electricity are available with occasional shortages depending on accommodation areas. Access to wide array of public and private transportation is readily available

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

Assignment Details

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W. www.unv.org

We are inspiration in action

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

Assignment Title

Finance Assistant

Organizational Context & Project Description

The United Nations Environment is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The UNV position is located in the Science Division, to work with the UNEP Global Environment Facility (GEF) cross-cutting capacity development (CCCD) and Green Climate Fund (GCF) projects.

Sustainable Development Goals

13. Climate Action

Task description

Within the delegated authority and under the supervision of the Programme Officer and Portfolio Manager and in close cooperation with the Administrative and Fund Management Officers, the UNV Finance Assistant will:

- Provide support with regard to the review, analysis and preparation of the project budgets and the revisions.
- Prepare supporting documents (narrative and supporting tables) with respect to GEF submissions and UNEP Programme of Work.
- Assist in preparing contractual documents for Executing Agencies.
- Monitor expenditures and compare with approved budgets; prepare adjustments as necessary.
- Assist in preparation of budget performance submissions and finalization of budget performance reports, analyse variances between approved budgets and actual expenditures.
- Monitor integrity of various financial databases.
- Verify accuracy of input data, ensuring consistency of data.
- Periodic reconciliation of accounts.
- Review cash advance requests and upon certification by the fund management officer prepare payments for final disbursement by cashier.
- Review incoming expenditure reports and upon certification by the fund management officer input in relevant databases/systems.
- Notify payees on status of payments.
- Assist fund management officers regarding queries on budget, payment and deposit related issues and draft related correspondence.
- Maintain updated files and archives as required.
- Prepare project completion and closing revisions including all supporting documents.
- Perform other related duties as assigned.
- Any other related tasks as may be required or assigned by the supervisor

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 UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:
 - Accurate project finance data maintained.
 - Provision of fund management support to the assigned portfolios 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Bachelor's degree in a relevant area, e.g. finance or area related to business administration

Required experience 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in financial analysis, or other relevant programmes; experience in working on GEF or GCF projects is an asset, as is experience working in the UN or other international development organization;
- Additional experience with Enterprise Resource Planning (ERP) systems;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- 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;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; Sound security awareness;

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

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 ([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 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).

Application Code KENR001811-8306

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:-06-12-2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTgxMQ==>

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.