UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000288–Administrative and 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Lebanon</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>until 31-12-2020</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-03-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Saida/Sidon [LBN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. This position is based in South Lebanon. National UN Volunteers are part of the malicious insurance plan. National UN Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Administrative and Finance Assistant</th>
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Organizational Context & Project Description

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
The Governorate of South is one of Lebanon’s eight governorates with a population of 680,000 (around 12% of the overall population) including the largest Palestinian refugee camp in Lebanon and a large influx of displaced Syrian. It constitutes 929.6 km² (8.89%) of Lebanon’s area. The Governorate has three districts/cazas: Tyre, Jezzine, and Saida (the South’s capital) including 144 municipalities.

The Governorate faces several challenges, which necessitate the support of public and international agencies in various sectors including the administrative one.

For many years, UNDP supported the Governorate through vital programs, projects and technical assistance. Since the Governorate lacks human resources, UNDP has dedicated a UN Volunteer to support the Governorate in:

- Daily administrative work; letters, emails, event management, coordination with Cazas/municipalities, agencies and community-based organization;
- E-governance activities within the governorate: GIS, mapping systems, data gathering and management;
- Disaster Risk Reduction coordination at the Governorate: with the Cazas and central level at the Presidency of the Council of Ministers and in close coordination with UNDP South Area Office.

Moreover, the UNV supports the UNDP office in the South in all of the project’s activities conducted at the Governorate level.

This support has a significant added value at the Governorate level and between UNDP and other institutions working within the Governorate of South of Lebanon.

This UNV assignment will be part of this project and will focus on supporting UNDP South Office and the Governorate of South in their daily administrative and coordination operations and activities.

The UN Volunteer will not be required to visit areas outside Lebanon.

**Sustainable Development Goals**

**11. Sustainable Cities and Communities**

**Task description**

Within the delegated authority and under the supervision of South Governor of Lebanon and overall guidance and reporting to the UNDP Area Manager in the South, the UNV Administrative and Finance Assistant will:

- Administrative: Provide administrative support to the Governorate of South in all administrative aspects (day to day correspondence, filing, letters, emails, events, workshops, meetings; minutes of meetings, reporting etc.).
- E-Governance: systemize all data gathered at the Governorate level using GIS, map and analysis using the latest tools available within the governorate; in addition to setting a system for claims and citizen services at the Governorate level.
Coordination: ensure coordination between municipalities, cazas and the Governorate and between community-based organizations and international agencies working in the Governorate of South, as directed by the Governor and in close coordination with UNDP South Area Office. This includes organization, reporting and follow-up of periodic meetings, projects and activities, in addition to attending the Inter-Agency meeting in the South and other relevant Sector Working Groups.

Disaster Risk Reduction: ensure coordination among various stakeholders within the Governorate and the National Disaster Risk Management (DRM) unit at the Presidency of Council of Ministers based on guidance and direction of the Governor and in close coordination with UNDP South Area Office. Facilitate and coordinate the work of the DRM unit at the Governorate level.

Communication: enhance communication between the Governorate and stakeholders including citizens using social media tools.

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 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:
  - Daily administrative support to Governorate in all administrative aspects is provided.
  - Coordination and communication between South Governorate and stakeholders including UN agencies is enhanced.

- 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 |

**We are inspiration in action**
Education - Additional Comments

- Bachelor’s degree in in one of the following fields: Social Sciences; Engineering, Admin and finance, communication, disaster risk reduction, or any related fields;

Required experience

- 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in Administrative and finance support;
- Knowledge of GIS Python, and Revit softwares.
- 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;
- Have affinity with or interest in UNDP’s Social and Local Development support, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Mandatory) , Level - Fluent

Area of Expertise

- Administration and administrative assistance Mandatory

Area of Expertise Requirement

Need Driving Licence

- No

Competencies & Values

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

LBNR000288-6356

**Application procedure**

1. Go to https://vmam.unv.org/

2. If not yet registered in the UNV Talent Pool, please register your profile following below steps:
   
a. Click on “Candidate Signup”, enter your basic personal information and click “Sign Up”.
b. You will receive a notification e-mail to your registered e-mail
c. Click on the link in the e-mail to validate the e-mail address
d. Complete all the required sections under “My Profile” (Personal Information, Addresses, Qualifications, Experiences, References). Under Personal Information section, please make sure to tick the box “I am interested in serving as a volunteer” and select “National only” or “Both national and international”. Do not select “International only”.
e. If you have more than one nationality, make sure to add Lebanon as your current nationality otherwise your application will not be considered for national UNV assignments
f. Click “Submit my profile”
g. Go to “My Page” -> Click on “Special Calls” -> search for “Administrative and Finance Assistant (LBNR000288)” click Apply then press "Submit my Application”.

3. If already registered in the UNV Talent Pool:
   
a. Update your profile under “My Profile” (Personal Information, Addresses, Qualifications, Experiences, References). Under Personal Information section, please make sure to tick the box “I am interested in
serving as a volunteer” and select “National only” or “Both national and international”. Do not select “International only”.

b. Go to “My Page” -> Click on “Special Calls” -> search for “Administrative and Finance Assistant (LBNR000288)”, click Apply then press “Submit my Application”.

Only short-listed candidates will be contacted.

doa.apply_url https://vmam.unv.org//candidate/show-doa/TEJOUjAwMDI4OA==

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.