UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000288—Administrative and Finance Assistant


Informations générales

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<th>Pays d'Affectation</th>
<th>Lebanon</th>
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<td>Agence/Institution hôte</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>National Specialist</td>
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<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>jusqu'au 31-12-2020</td>
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<tr>
<td>Date présumée du début</td>
<td>01-03-2020</td>
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<tr>
<td>Saida/Sidon [LBN]</td>
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<td>Lieu d'Affectation avec Famille</td>
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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.

Détails sur l'Affectation
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.

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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
• Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

• 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 Governarate 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 / Exigences

Domaine de qualification
Bachelor degree or equivalent

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

Expérience Requise
24 mois

Remarques sur l’Expérience
- 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.

Linguistiques
- English (Mandatory), Niveau - Fluent
- AND - Arabic (Mandatory), Niveau - Fluent

Domaine d’expertise
- Administration and administrative assistance Obligatoire

Domaine d’expertise requis
Permis de Conduire exigé
Non

Compétences et Valeurs
• Adaptability and Flexibility
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Conditions de service et autres informations

Conditions de service: Click here to view 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.

**Code d'application**

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==

Avertissement
Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.