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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Office of the High Commissioner for Human Rights</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>6 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Beirut [LBN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

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 Beirut, 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 Assistant</th>
</tr>
</thead>
</table>

Organizational Context & Project Description
Based in Beirut and headed by a Representative/Head of Office, OHCHR Syria has a broad human rights mandate structured around four main components: monitoring and reporting, rule of law and transitional justice, civil society and technical cooperation, and human rights in humanitarian action. A dedicated unit supports each of the four sectors, and the office has an administrative staff member to support the colleagues and the programming. The UNV assignment will support programme colleagues in implementing their work on time and within budget, and will support managerial colleagues in such areas as finance and human resources.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of the Representative or his/her designated mandated representative(s), the UNV Administrative Assistant will:

- **General Administration**
  - Draft routine correspondence;
  - Maintain files of rules, regulations, administrative instructions and other related documentation;
  - Maintain up-to-date work unit files (both paper and electronic);
  - Coordinate extensively with programme units and liaise frequently with internal team members in the field and at headquarters;
- **Budget and Finance**
  - Review status of relevant expenditures and compare with approved budget;
  - Review requisitions for goods and services to ensure that correct objects of expenditure have been charged and availability of funds;
  - Assist in the preparation of budget performance submissions;
- **Human Resources**
  - Initiate, process, monitor, review and follow-up on actions related to the administration of the office’s human resource activities (e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training, etc.), ensuring consistency in the application of regulations and procedures;
  - Maintains and reviews organizational staffing tables;
- **Contract Administration**
  - Assist with day-to-day administration of contracts between the UN and external contractors for outsourced services;
  - Audits the contractors’ invoices against the goods and services provided by the contractor and approved by the UN;
  - Process the payment of contractor invoices and monitor payments;
  - Prepare and process all UN forms and permissions for contractual and programme unit, section or service UN staff including UN grounds passes, property passes, swipe card access and door keys;
- **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 OHCHR Syria team member, efficient, timely, responsive, client-friendly and high-quality support rendered to OHCHR Syria and its beneficiaries in the accomplishment of her/his functions, including:
  - Provision of timely and accurate support in the general administration of OHCHR Syria work and programming;
  - Provision of ongoing and accurate support in the payment and monitoring of expenditures and budget;
  - Provision of regular support in the area of human resources such as recruitment, onboarding, contract renewal, and separation;
  - Provision of regular and timely support in the engagement of external contractors, including recruitment, supervision, and payment processing;
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)
Qualifications/Requirements

Required Degree Level
Secondary education

Education - Additional Comments
- High school diploma or equivalent is required

Required experience
36 months

Experience Remark
- At least 3 years of professional work experience at the national and/or international level in administrative services, finance, accounting, audit, human resources or related area is required; experience with the UN's administrative system, budgetary system and financial reporting is a significant asset;
- 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; experience with Inspira and Umoja an asset;
- Have affinity with or interest in human rights and volunteerism, and the UN System.

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

Area of Expertise
- Administration and administrative assistance Mandatory

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

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

24 Sep 2020

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;

We are inspiration in action
- 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 LBNR000346-7797

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 Assistant (LBNR000346) 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 Assistant (LBNR000346)”, click Apply then press “Submit my Application”.

Only short-listed candidates will be contacted.
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.