

## Descripción de la asignación de voluntarios NU LBNR000346--Administrative Assistant

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

## Información general

<b>País de la asignación</b>	Lebanon
<b>Agencia / Entidad Anfitriona</b>	UN Office of the High Commissioner for Human Rights
<b>Categoría de Voluntariado</b>	National Specialist
<b>Número de Voluntario</b>	1
<b>Duración</b>	6 meses
<b>Fecha de Inicio Esperada</b>	Inmediatamente
<b>Lugar de Destino</b>	Beirut [LBN]
<b>Lugar de Asignación</b>	Lugar de Destino Apto para Familias
<b>Observación sobre el lugar de asignación</b>	

### Condiciones de vida

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.

## Detalles de la Asignación

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A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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**Título de asignación**

Administrative Assistant

**SP Contexto Organizativo & descripción del proyecto.**

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

**Descripción de la tarea**

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 compares 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.

Además de lo anterior, a los Voluntarios de la ONU se les insta a: • Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

**Resultados / Resultados esperados**

- As an active OHCHR Syria team member, efficient, timely, responsive, client-friendly and high-quality support rendered to

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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) 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

## Cualificaciones/Requisitos

**Nivel de Grado Requerido** Secondary education

### Educación - Comentarios Adicionales

- High school diploma or equivalent is required

**Experiencia Necesaria** 36 meses

### Comentarios sobre la experiencia

- 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.

### Lingüísticas

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

### Área de Experiencia

- Administration and administrative assistance Obligatorio

### Requisito de area de experiencia

**Necesita Licencia de Conducir** No

### Competencias y Valores

- Commitment and Motivation
- Commitment to Continuous Learning

- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

# Condiciones del servicio y otra información

**Condiciones de servicio**

[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>

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### 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).

#### Código de aplicación

LBNR000346-7797

#### Procedimiento para la aplicación

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".

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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.

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDM0Ng==>

#### **Advertencia**

*El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratuitamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.*