

Descripción de la asignación de voluntarios NU LBNR000399--Project 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

País de la asignación	Lebanon
Agencia / Entidad Anfitriona	UNWomen
Categoría de Voluntariado	National Specialist
Número de Voluntario	1
Duración	10 meses
Posibilidad de extensión	Sí
Fecha de Inicio Esperada	01-03-2021
Lugar de Destino	Beirut [LBN]
Lugar de Asignación	Lugar de Destino Apto para Familias

Observación sobre el lugar de asignación

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. 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

Título de asignación

Project Assistant

SP Contexto Organizativo & descripción del proyecto.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

This UNV assignment is part of UN women – WEE program, UN Women works to economically empower diverse women in Lebanon, at micro, meso, and macro levels. Since 2016, when UN Women established its office presence in Lebanon, the Women's Economic Empowerment (WEE) program has predominantly focused on increasing the resilience of vulnerable women and girls in refugee and host communities, under the Resilience Unit. The program's overall goal is to, empower vulnerable women, girls and their communities, and strengthen their resilience to conflict and displacement. The project design is based on two pillars of intervention: 1) Economic Empowerment and 2) Protection. The economic empowerment interventions, skills training, paid opportunities in the private sector, and entrepreneurship support, combined with protection interventions at the individual, institutional and societal levels to prevent and respond to gender-based violence. The program targets refugees and nationals together, as a method of fostering understanding and trust between their communities

Sustainable Development Goals

5. Gender Equality

Descripción de la tarea

Within the delegated authority and under the supervision of the WEE- Program Manager or his/her designated mandated representative(s), the UNV – Project Assistant will:

1. Provide administrative and logistical support to the formulation and management of programs

- Provide administrative support in the preparation of program work plans, budgets, and proposals on program implementation arrangements, including tracking the delivery of funds.
- Provide administrative support to the executing agencies / responsible parties on routine delivery and reporting of program supported activities and finances.
- Provide administrative support for the audit of programs/ projects and support implementation of audit recommendations.
- Identify sources and gather and compile data and information for the preparation of documents, guidelines, speeches, and position papers, in collaboration with the Program team.

2. Provide administrative support to the financial management of the Programme Unit

- Create projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of a project.
- Provide administrative support in monitoring and preparation of budget and the finances of programs/projects, and in the preparation of FACE forms.
- Prepare non-PO vouchers for development projects.
- Process payment for consultants, as delegated.
- Create requisitions in Atlas for development projects; register good receipts in Atlas.

3. Provide administrative support to the Program Unit

- Undertake all logistical, administrative, and financial arrangements for organization for meetings, workshops, events, and missions.
- Make travel arrangements for the Program Team, including travel requisitions and claims.
- Draft minutes in meetings, as delegated.
- Assemble briefing materials and prepare power-point and other presentations, in collaboration with the Program team.
- Organize and coordinate filing of documents; maintain mailing lists.

4. Provide administrative support to resource mobilization

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We are inspiration in action

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

- Organize, compile, and process documentation and information from donors, and program team as inputs to various databases and documents.

5. Facilitation of knowledge building and knowledge sharing

- Provide administrative support to the organization of training for the office staff and partners on program and operations related issues.

6. 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 UNW team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNW and its beneficiaries in the accomplishment of her/his functions, including:
 - Providing administrative and logistical support to the formulation and management of programs.
 - Providing administrative support to the financial management of the Program Unit.
 - Providing administrative support to the Program Unit.
 - Providing administrative support to resource mobilization.
 - Facilitating of knowledge building and knowledge sharing.
 - Any other related tasks as may be required or assigned by the supervisor.
- 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 Bachelor degree or equivalent

Educación - Comentarios Adicionales

- Bachelor's degree in Finance, Economics, Accounting, or any related field is required.

Experiencia Necesaria 36 meses

Comentarios sobre la experiencia

- At least 3 years of progressively responsible experience in administrative or program management/support.
- Experience in working in a computer environment using multiple office software packages.
- Experience in the use of ATLAS is an asset.

- Experience in working in local or INGO is an asset.
- Experience in supporting a team is an asset.

Lingüísticas

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

Área de Experiencia

- Other development programme/project experience Obligatorio

Requisito de area de experiencia

Necesita Licencia de Conducir No

Competencias y Valores

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- 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>

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

LBNR000399-8745

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 "Project Assistant (LBNR000399)", 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 "Project Assistant (LBNR000399)", click Apply then press "Submit my Application".

Only short-listed candidates will be contacted.

doa.apply_url<https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDM5OQ==>**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.