General Information

Country of Assignment | Liberia
---|---
Host Institute | United Nations Volunteers
Volunteer Category | National Specialist
Number of Volunteer | 1
Duration | until 31-12-2021
Possibility of Extension | Yes
Expected Starting Date | 01-01-2021
Duty Station | Monrovia [LBR]
Assignment Place | Non-Family Duty station
Assignment Place Remark

Living Conditions

Liberia is a post conflict country. There is a lack of infrastructure, such as running water, electricity and sanitation. The UNV Field Unit Liberia provides a temporary accommodation for all new arriving UN Volunteers in a MORSS compliant hotel located in Congo Town at US$ 20/night. The hotel has all the basic facilities.

The country is generally safer, with the exception of petty crimes especially in the cities. It is mandatory to complete the following United Nations courses: Basic Security in the Field and Advanced Security in the Field. The current UN security level for Liberia is level 2. Upon arrival in the country, all UN staff receive a security briefing from UNDSS.

The US dollar is widely used and can be exchanged with the Liberian dollar (exchange rate as of February 2018: 1 US$ = 1.30 Liberian dollar). Credit cards and travellers checks are not commonly accepted. There are several cash machines/ATMs in Liberia.
Assignment Details

Assignment Title
Programme and Administrative Assistant (UNV Field Unit)

Organizational Context & Project Description
In line with the outcomes of the UNV Strategic Framework 2018-21, the UNV Programme has initiated a transformation process since 2017 that led to the regionalization and decentralization of certain functions and the restructuring of UNV Field Units.

As a result, 5 regional offices were created in Bangkok, Dakar, Nairobi, Amman and Panama whose main objectives are 1/ support Member States in the SDGs implementation through volunteer promotion and 2/ mobilise UN Volunteers to support the mandate and programmes of the UN system at large.

At the country level, UNV Field Units directly engage with partners such as the government and UN Agencies in order to promote volunteerism as a strategic means to implement national development programmes. The UNV Programme works directly with the UN system to propose integrated volunteer solutions that can support the implementation of their mandates and operations.

Sustainable Development Goals
17. Partnerships For the Goals

Task description
Within the delegated authority and under the supervision of UNV Country Coordinator or his/her designated mandated representative(s), the UNV Programme and Administrative Assistant (UNV Field Unit) will:

Support to the deployment and management of UN Volunteers
Provide logistics and administrative support to UN host agencies and UN Volunteers in the recruitment and volunteer management processes:

Selection of candidates
- Support to host entities in the coordination, organization of candidates’ assessment (e.g. interviews, written tests, desk reviews)
- Submit all relevant documents related to the selection of candidates to VSC (Volunteer Service Centre at UNV HQ) for their action (e.g. interview reports)

Arrival and onboarding of UN Volunteers
- Support issuance of residence permits, UNV ID cards and access to eservices for UN Volunteers and their supervisors
- Conduct administrative briefings, including on the use of ATLAS e-services
- Arrange mandatory security briefings
- Coordinate briefings with host agency and obtain host agency email address for UN Volunteers
- In close coordination with VSC, confirm UN Volunteers’ entry on duty date and ensure that UN Volunteer’s contracts and beneficiary forms are signed, completed and uploaded onto VMAM
- Support the UN Volunteers with procedures on bank accounts, completion of forms related to visas, resident permits, etc.
- Support UN Volunteers in the issuance of resident permits/visas, UNV ID cards and all systems such as e-services, VMAM
- Conduct and coordinate orientation sessions for newly arrived UN Volunteers including on administrative procedures and volunteer engagement in the country
- Facilitate and coordinate the onboarding sessions for newly arrived UN Volunteers with host entities and obtain professional email addresses
- Confirm the arrival of UN Volunteers and their dependents to VSC;
- Ensure that contracts, beneficiary forms and all related forms are completed, signed and shared with VSC

Support during the assignment
- Monitor the contractual status of UN Volunteers and liaise with the host entities on extensions, repatriations. Keep VSC informed
- Follow up on the payroll management and collect all relevant information to home visits, MORSS reimbursements, travel claims, etc.
- Provide logistics and administrative support in emergency cases such as medical and/or security evacuations under the

25 Nov 2020
guidance of the Programme Analyst

- Support the UN Volunteers in their end of assignment administrative process, including exit visas, final checklist, Resettlement Allowance payments, etc.
- Guide and support UN Volunteers in their request for home visits
- Maintain volunteer records updated in VMAM
- Maintain an updated list of all serving UN Volunteers, with contacts, including their dependents
- Support UNDP Country Office Finance in the management of the UNV payroll if / when required

**Support to UNV Field Unit**

- Timely provision of information and data related to volunteer management, UNV field office assets, finance/procurement and administrative inputs required for UNV’s corporate exercises
- Support onsite and online volunteer mobilization that increases the number of volunteers in the respective country
- Effective and efficient support in the Volunteer Management Cycle in cooperation with VSC (talent sources compilation, initial onboarding, monitoring contractual status, logistical arrangements, medical and security evacuations if applicable, end of assignment formalities)
- Act as a focal point for online volunteers and accreditation of OV service organizations in a country or multiple countries, focusing on supporting Host Entities with developing OV opportunities through advocacy engagements and promoting the concept of OV.
- Effective and efficient support of the Country Coordinator and UN partners in advocacy and outreach campaigns (IVD, presentation of promotional information with Host Entities, local volunteer organizations, etc.)

- 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 [UNV] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to [UNV] and its beneficiaries in the accomplishment of her/his functions, including:
- Timely and excellent administrative support provided to UN host agencies in the selection, recruitment process in close collaboration with VSC
- High level of satisfaction among UN Volunteers on the quality of the support provided from the time of their arrival, during and upon completion of their assignments
- Quality in onboarding and information briefings related to administration and volunteer engagement
- Efficient and timely support in emergency situations
- Updated list of UN Volunteers is always available, and includes dependents
- 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.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Support for online and onsite volunteer mobilization increase the number of online and onsite volunteers in country
- Increased in number of organizations registered for OV services through support to Host Entities on obtaining accreditation and the development of OV opportunities
- 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

- 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)
Qualifications/Requirements

Required Degree Level
Technical/Vocational diploma

Education - Additional Comments

Required experience
36 months

Experience Remark

- At least 3 years of relevant experience in the management of human resources, administration and coordination;
- Work experiences as a United Nations Volunteer or with United Nations system or similar international organizations desirable;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- 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 UNV Mandate, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Human resources management and development Mandatory
- Administration and administrative assistance Mandatory
- Resource mobilization, partnership and donor coordination Optional

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values

- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams
Conditions of Service:


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).

**Application Code**

LBRR000175-8325

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup). Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Liberia and legal residents in Liberia with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don’t forget to tick the yes box for: “I am interested in serving as a volunteer in my own country.”

**Application deadline: 09-12-2020**

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/TEJSUjAwMDE3NQ==](https://vmam.unv.org/candidate/show-doa/TEJSUjAwMDE3NQ==)

---

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