

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## MMRR000137--Finance & Administration Specialist

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

<b>Country of Assignment</b>	Myanmar
<b>Host Institute</b>	UN Institute for Training and Research
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nay Pyi Taw [MMR]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Initial contract duration is 12 months, renewable subject to performance & funding.

### Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon. The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists. Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around

the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Living conditions at the Duty Station: Nay Pyi Taw is family duty station with Category B hardship level. In terms of the safety and security, it is safe and no high level threat of security. For housing, it will vary depend on the types of lodging and its facility. For travel and transport, taxis are available and slightly expensive. There is no municipal bus service in the city. Owing to the geographic location of Myanmar, Burmese cuisine has been influenced by Chinese cuisine, Indian cuisine and Thai cuisine.

## Assignment Details

### Assignment Title

Finance & Administration Specialist

### Organizational Context & Project Description

UNITAR is an autonomous body within the United Nations that was established in 1965 pursuant to a UN General Assembly resolution. UNITAR's mission is to develop the individual, institutional and organizational capacities of countries and other United Nations stakeholders through high-quality learning solutions and related knowledge products and services to enhance decision-making and to support country-level action for overcoming global challenges.

UNITAR hosts the Defeat-NCD Partnership Secretariat. The Defeat-NCD Partnership is a multistakeholder partnership anchored in the United Nations and includes governments, multilateral agencies, civil society, academia, philanthropies, and the private sector. It was established in January 2018 to help tackle the most significant global health problems of the age: premature death, sickness, disability, and the associated social and economic impacts of selected non-communicable diseases (NCDs). It is based on the expert guidance and the technical norms and standards issued by the World Health Organization for managing NCDs.

The Government of Myanmar is part of the Governance Mechanism of The Defeat-NCD Partnership. Specifically, the Minister of Health and Sports is a member of the High-Level Council, and the Deputy Director General, Non-Communicable Disease Division, Department of Public Health, Ministry of Health and Sports, is a member of the Consultative Group. The Volunteer Specialist will be based at the Ministry of Health and Sports and shall report to the Defeat-NCD Partnership (UNITAR) Programme Coordinator for Myanmar who is also co-located there.

This assignment will enable populations in Myanmar and the other priority countries to access a range of interconnected essential services and resources through four pillars of interventions:

- **NCD National Capacity Building (Pillar 1):** Work with governments and other in-country stakeholders to assess gaps in their NCD capabilities. Through technical support develop a multiyear NCD National Costed Action Plan. Facilitate engagement of relevant partners to ensure expansion of NCD services in line with national targets. The overall objective is to ensure that countries have institutional capacities, structures, systems, and financing in place to tackle NCDs.
- **Community Scale-Up of NCD Services (Pillar 2):** Aim to demystify, democratise, decentralise, and where safely possible, demedicalise NCD service provision. Enable the earlier screening and management of risk factors as well as the mitigation of established disease. at the community level. By increasing the use of self-care interventions, improve patient compliance, resulting in better treatment and health outcomes. The overall objective is to bring more of the necessary prevention and management of NCD services directly to the communities and people who need them most.
- **Affordability and Accessibility of Essential NCD Supplies (Pillar 3):** To make the provision of NCD supplies simpler and more cost-effective by designing a Marketplace to create a fair, competitive environment that serves the interests of both buyers and suppliers. Using market-sizing and pricetracking studies, the Marketplace's methodology will correct current market failures due to information imbalances. It will also help address regulatory bottlenecks in an appropriate manner. The overall objective is to enable the consistent provision of affordable essential NCD medicines,

diagnostics, and equipment in low-resource countries.

● Sustainable NCD Financing (Pillar 4): Governments need to invest more in health, with a greater share allocated to finance their national costed action plans for NCDs. While cost savings can be achieved by linking NCD programming with other conditions and improving service delivery and by reducing the cost of NCD supplies, additional and innovative financing will be needed outside of the ongoing aid support and expanding fiscal allocations. The overall objective is to establish a long-term sustainable financing model for NCD programming in low-resource countries.

## Sustainable Development Goals

### 3. Good Health and Well-being

#### Task description

The purpose of this assignment is to establish and maintain efficient administrative systems and control mechanisms to support the smooth running of the operations and ensure compliance with administrative, human resources and financial rules and procedures. The incumbent will be responsible for managing the day-to-day financial, administrative, and human resource functions of the office. Within the delegated authority and under the guidance of the NCD Coordinator for Myanmar, the Finance & Administration Specialist will carry out the following tasks:

- Ensure compliance with financial internal controls, and ensure that transactions are processed, and assets managed in accordance with UNITAR Financial Rules and Regulations.
- Prepare monthly/annual accounts closure, including bank reconciliations and submission of timely and accurate reports to headquarters.
- Develop and monitor field office budgets.
- Ensure provision of professional services from vendors/suppliers in an efficient manner.
- Assist in the procurement process to ensure compliance with UNITAR procurement policy and procedures.
- Oversee recruitment and appointments of local General Service staff and administer field staff entitlements and claims.
- Provide training and advice on human resource, financial and administrative issues.
- Support the office on audit, financial risk management and fraud prevention issues.
- Manage all events organized by the office.
- 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 Defeat-NCD Partnership (UNITAR) team member, efficient, timely, responsive, client-friendly and high-quality support rendered to Government of Myanmar and its beneficiaries in the accomplishment of her/his functions, including:

- Maintenance of financial records and performance of financial procedures (e.g, receipts, payments requests, petty cash).
  - Maintenance of the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations of UNITAR.
  - Efficient running of office daily operations.
  - Timely reporting of quarterly, annual and other programme reports to donors of the Defeat-NCD Fund based on analysis of project activities and progress towards targets and measurable indicators.
  - Responsible for creating and keeping updated Asana Forms (<https://asana.com/guide/help/premium/forms>) to standardise all tasks related to this assignment and its functions, customised to the Defeat-NCD Partnership and UNITAR specific needs and workflows;
  - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.
- 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/Requirements

**Required Degree Level** Master degree or equivalent

## Education - Additional Comments

- Master's degree or equivalent in Business Administration, Accounting, Finance, or related areas from an accredited and recognized academic institution is required.
- A Bachelor's degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree

**Required experience** 36 months

## Experience Remark

- At least 5 years of relevant professional work experience.
- Experience in managing financial reporting to multiple donors of a development programme.
- Relevant work experience in at least two of the following areas: accounting, procurement, human resource management.
- 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.
- Desirable: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain.
- Sound security awareness.
- Have affinity with or interest in public health, volunteerism as a mechanism for durable development, and the UN System.
- Knowledge in using project management tool Asana (<https://asana.com>) on a daily basis is required for this assignment. Certification as an Asana Certified Pros (<https://academy.asana.com/series/certified-pro-courses>) or Asana Ambassador (<https://academy.asana.com/series/asana-ambassador-courses>) is preferred. Completion of relevant courses on Asana Academy (<https://academy.asana.com>) in order to enrol on the Asana Ambassador programme is required within one month of starting this assignment.
- UNITAR prefers the volunteer to be self-sufficient and arrange to be equipped with the requisite professional tools and equipment to carry out this assignment such as laptop with standard Adobe and Microsoft Office software, and a mobile phone.

## Language

- English (Mandatory) , Level - Fluent
- AND - Burmese (Optional) , Level - Fluent

## Area of Expertise

- Other finance, economics and administration related experience Mandatory

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

# Conditions of Service and other information

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**Condition of Service**

[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).

**Application Code**

MMRR000137-8201

### **Application procedure**

\* Not yet registered in the UNV Talent Pool?

**T.** +49 (0) 228-815 2000

**A.** PO Box 260111, 53113 Bonn, Germany

**F.** +49 (0) 228-815 2001

**W.** [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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



First register your profile at <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> 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>.

Then go to 'My Page' at <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 Myanmar and legal residents in Myanmar with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 10 January 2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDEzNw==>

#### **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.*