UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PSER000124--Finance Associate

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>State of Palestine</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>East Jerusalem [PSE]</td>
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<tr>
<td>Assignment Place</td>
<td></td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

The duty station for the assignment will be East Jerusalem, which is a Family duty station.

As is the case for UN staff and partners, the volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of ILS 4724.83 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.
UNDP Programme of Assistance to the Palestinian People (PAPP) was established through a resolution adopted by the UN General Assembly on 20 December 1978, calling upon UNDP “to improve the economic and social conditions of the Palestinian people”. In partnership with Palestinian institutions, civil society, communities and donors, UNDP’s goal is to empower the Palestinian People to establish a viable State that is able to realize the right to development for its people and support their socio-economic resilience. Since its establishment, UNDP/PAPP has delivered over USD 1.5 billion in development assistance to the Palestinian People.

UNDP/PAPP places empowerment, resilience and sustainability at the center of its operation and focuses on three priority areas: the Gaza Strip, East Jerusalem and Area C of the West Bank, where the needs are the greatest. UNDP/PAPP is active in four thematic areas: democratic governance and the rule of law; economic empowerment and private sector development; environment and management of natural resources; and public and social infrastructure.

**Task description**

Under the direct supervision of the Finance Analyst, the UN Volunteer will undertake the following tasks:

- Proper control of the supporting documents for payments and financial reports.
- Preparation of all types of vouchers.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in ATLAS.
- Management of cash receipts in ATLAS.
- Maintenance of the proper filing system for finance records and documents.
- Timely and accurate perpetration of bank reconciliation
- Initiation of bank transfers and deals in ATLAS, and preparations of routine correspondence, faxes, memoranda and reports accordance with CO SOP.

**Sustainable Development Goals**

**17. Partnerships For the Goals**

**Task description**

Timely preparation of cost-recovery bills in Atlas for the services provided by UNDP.

- Proper control of the supporting documents for payments and financial reports for NEX projects; preparation of all types of vouchers; Pay Cycle and payments execution.

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

- Financial procedures comply with UN/UNDP and GF rules, policies and strategies;
- 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);
- 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          | Bachelor degree or equivalent |
| Education - Additional Comments | B. A degree in finance, business administration, public administration, economics or a related field. |
| Required experience            | 36 months                     |

Experience Remark

- Demonstrated interest and/or experience in finance (specify thematic/technical area) required;
- Experience utilizing computers, including word processing, spreadsheet and other software packages.
- Shares Knowledge and experience.
- Ability to perform a variety of repetitive and routine tasks and duties related to Finance, screening, collecting and preparation of documentation, data input, transactions tracking, provision of...
Ability to produce accurate and well documented records conforming to the required standard.
Good knowledge of financial rules and regulations.
Focuses on result for the client and responds positively to feedback.

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

Area of Expertise
- Finance, accounting and audit Mandatory
- Administration and administrative assistance Mandatory
- Human resources management and development Mandatory

Area of Expertise Requirement

Need Driving Licence: No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Managing Performance
- Professionalism
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:

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**

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.

Application Code: PSER000124-6534

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)
  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.

Application deadline: 20-03-2020

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

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.