
Informations générales

<table>
<thead>
<tr>
<th>Pays d’Affectation</th>
<th>State of Palestine</th>
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<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
</tr>
<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>d’affectation</td>
<td></td>
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<tr>
<td>East Jerusalem [PSE]</td>
<td></td>
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<tr>
<td>Lieu d’Affectation</td>
<td></td>
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<tr>
<td>Lieu d’Affectation avec Famille</td>
<td>Remarque sur le lieu d’affectation</td>
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<tr>
<td>Conditions de vie</td>
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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
Détails sur l'Affectation

Titre de l'Affectation  
Finance Associate

Contexte organisationnel & description du projet

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.

Objectifs de développement durable  
17. Partnerships For the Goals

Description de l'action

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.

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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés : • Renforcer leurs
connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s'impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d'accueil. • Refléter le type et la nature des actions volontaires qu'ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d'accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d'affectation ; • Promouvoir ou conseiller les groupes locaux dans l'utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- 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

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Qualifications / Exigences

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Niveau de qualifications - autres commentaires</td>
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<tr>
<td>B. A degree in finance, business administration, public administration, economics or a related field.</td>
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Expérience Requise

36 mois

Remarques sur l'Expérience

- 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 information.
• 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.

**Linguistiques**
- English (Mandatory), Niveau - Fluent
- AND - Arabic (Mandatory), Niveau - Fluent

**Domaine d’expertise**
- Finance, accounting and audit Obligatoire
- Administration and administrative assistance Obligatoire
- Human resources management and development Obligatoire

**Domaine d'expertise requis**
Permis de Conduire exigé : Non

**Compétences et Valeurs**
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Managing Performance
- Professionalism
- Self-Management
- Working in Teams

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**Conditions de service et autres informations**

[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 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==)

Avertissement

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.