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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</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>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>East Jerusalem [PSE]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

#### Assignment Place Remark

**Living Conditions**

The duty station for the assignment will be Jerusalem.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

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.
Assignment Title: Supply Assistant

Organizational Context & Project Description

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism.

UNICEF in the State of Palestine works to uphold the rights of children to access services and protection, from early childhood through to adolescence. Our objective is to ensure that every child in the Gaza Strip and the West Bank, including East Jerusalem, irrespective of background or circumstance, has an equal chance to fulfil their potential.

The UNV Supply and Logistics Assistant is established to support the procurement and logistics activities for the AFD project, funded by the French Government to support in upgrading and strengthening the health systems in Gaza.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of Supply and Logistics Officer or his/her designated mandated representative(s), the UNV Supply Assistant will:

- Support the supply unit to draft tender documents (Requests for Quotations, Invitations to Bid, Requests for Proposals), and assists in the implementation of the tender process;
- Maintain and update the supplier database;
- Support the sourcing of relevant suppliers of goods and services, ensures completeness of suppliers’ profiles documentation and communicates with suppliers with regards to adherence to timelines during tendering process etc.;
- Support evaluations of offers through e.g. preparation of tabulation sheets;
- Ensure procurement files are up to date and appropriately filed/stored to facilitate easy and quick access as needed;
- Receive and distributes invoices to relevant programs, monitors invoicing process related to supply function and monitors invoice process with the goal of adherence by all parties;
- Provide through monitoring and analysis of relevant VISION report support to the monthly clearing of Goods in Transit account;
- Support the further development of the UNICEF Enterprise Content Management website through identification of most relevant functionality as well as information to be included linked to supply and procurement issues;
- Assist with technical tasks in support of supply and logistics unit when required;
- Compile statistical information on supply chain related matters that will assist in decision making.
- 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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:
The UNICEF institutional supply and logistics capacities to support the programmes is strengthened;
• Full compliance of administrative activities with UNICEF rules, regulations, policies and strategies ensured;
• Supplies are delivered on time, checked for quantity and quality, delivery notes signed by authorized persons, and appropriate documentation is on file
• Biweekly reports detailing support provided in tasks mentioned.
• Standard Operating procedures created/updated, and research conducted as requested.

• 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**

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

**Education - Additional Comments**

BA in Business, Economics, Procurement and Supply Chain from a recognized institution

<table>
<thead>
<tr>
<th>Required experience</th>
<th>24 months</th>
</tr>
</thead>
</table>

**Experience Remark**

• At least 2 years of professional work experience at the national and/or international level in administration, logistics, or supply, or other relevant programmes; experience with procurement is an asset, as is experience working in the UN or other international development organization
• 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;
• Sound security awareness;
• Have affinity with or interest in human relief, volunteerism as a mechanism for durable development, and the UN System.

**Language**

• English (Mandatory) , Level - Fluent
• AND - Arabic (Mandatory) , Level - Fluent
• AND - Hebrew (Optional) , Level - Working Knowledge

**Area of Expertise**

• Logistics and supply management Mandatory

**Area of Expertise Requirement**

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F: +49 (0) 228-815 2001  
A. PO Box 200111, 53113 Bonn, Germany  
W: www.unv.org  

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Conditions of Service and other information

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Integrity
- Respect for Diversity
- Working in Teams

Conditions of Service:

Click here to view 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**

PSER000145-8334

**Application procedure**
This is a National Specialist UN Volunteer assignment with monthly VLA payment of ILS 4724.83. Only applications from “Palestinians” living in Jerusalem and West Bank will be considered.

Application procedure:


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.