UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

RWAR000555--Programme 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>Rwanda</th>
</tr>
</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>
</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>Kigali [RWA]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

The Republic of Rwanda is a [landlocked](http://example.com) country in the [Great Lakes region](http://example.com) of east-central Africa, bordered by [Uganda](http://example.com), [Burundi](http://example.com), the [Democratic Republic of the Congo](http://example.com) and [Tanzania](http://example.com). With almost 11 million people, Rwanda supports the densest population in continental Africa most of whom engages in [subsistence agriculture](http://example.com) and 39% of the population live below the international poverty line of USD 1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

The country has received considerable international attention due to its [1994 genocide](http://example.com), in which between 800 000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists.
The principal form of public transport in the country is shared taxi, with express tarmacked routes linking the major cities and local services serving most villages along the main roads of the country. Housing prices differ considerably depending on what sort of living standards you have. You can live with a local person for very cheap, take a room in a share house for anywhere from $250 to $600, or rent an entire house to yourself for a lot more. The nicer the house (and there are plenty of mansions), the higher the rent, obviously. A modern apartment could cost as much as $1,000 or more.

Internet here is pretty not expensive and fairly reliable. Some houses have wifi but most people opt to buy a USB modem and either pay for a monthly data plan or pay per KB used. Rwanda has three main telecommunication companies i.e. MTN, Tigo and Airtel which offer an unlimited monthly plan for Rwf 20,000 per month (less than U$ 25).

Rwanda has almost 40 district public hospitals and 400 health centres serving a population of nearly 11 million people. Kigali has four main public hospitals with up-to-date equipments and qualified personnel, those hospitals are King Faisal Hospital, Kigali Teaching University Hospital, Kibagabaga Hospital and Muhima Maternal Hospital. There are also many private clinics and pharmacies. Many Rwandans are covered by various health insurances schemes including rural peasants or poors who are covered by a famous Medical insurance Scheme locally known as”Mutuelle de Santé”

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1 000 mm of precipitation annually, with the driest months being July to September and the wettest February to May.

In addition to Kinyarwanda, English and French are the major spoken languages.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

**Assignment Details**

<table>
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<tr>
<th>Assignment Title</th>
<th>Programme Associate</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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UNDP is one of the UN agencies operating in Rwanda under the One UN family made of 22 UN agencies. In alignment with the National Strategy for Transformation 2017-2024 and the United Nations Development Assistance Plan 2018-2023 and guided by the Country corporate Strategic Plan 2018-2021; the UNDP country programme is structured around two pillars: (a) inclusive and sustainable growth and (b)
transformational governance for sustainable development. The current work focuses on supporting the country to consolidate progress made over the past years and to address remaining gaps, notably in reducing poverty and inequality and securing a better quality of life for its people. This is done through supporting the country’s efforts to structurally transform into a more diversified, competitive, inclusive, resilient and environmentally sustainable economy, bolstered by more capable, accountable, responsive and just governance institutions. To deliver impactful results, UNDP will strengthen its finance and administration systems among others.

It is in this context that the office is seeking to recruit a Programme Associate to support the Sustainable Growth Unit (SGU) in this area. Under the guidance and direct supervision of the Head of SGU, the Programme Associate will provide substantive and effective support to the planning, design and management of the country programme by managing data, facilitating programme implementation and providing leadership in execution of services in the Sustainable Growth Unit. Tasks include providing support in administration and procurement work, budgeting, budget management and tracking, financial reporting, tracking the unit delivery in close collaboration with the Management Support Unit, managing the unit contracts and agreements, managing the unit data and filing the unit documents.

The Programme Associate will promote results and client-oriented approach consistent with UNDP rules and regulations. She/he will lead the programme support staff in the unit, coordinate activities of the project teams and other programme units, work in close collaboration with operations team, programme staff in other UN agencies, UNDP Headquarters staff and government officials, technical advisors and experts, multi-lateral and bilateral donors and civil society organizations; ensuring successful UNDP programme implementation.

**Summary responsibilities:**

1. Ensure effective financial management of SGU portfolio (40%)
2. Provide top quality administrative support to the Sustainable Growth Unit (30%)
3. Ensure effective management of the country office programme (15%)
4. Support in creation of strategic partnerships and in implementation of the resource mobilization strategy (5%)
5. Facilitate knowledge building and knowledge sharing (5%)

**Task description**

Under the direct supervision of the Head of Sustainable Growth Unit (SGU), and in close collaboration with programme, operations and project staff in the country office and UNDP HQ as required, the UNV Programme Associate undertakes the following tasks:

**Sustainable Development Goals** 8. Decent work and Economy Growth
6. Contribute effectively to the Delivery as One (DaO) Initiative (5%)

**Detailed tasks:**

1. **Ensure effective finance management of the Sustainable Growth Unit portfolio (40%)**
   
   1. Provide guidance to Programme Analysts and Implementing Partners on routine implementation of projects, to ensure effective and efficient use of financial resources. Tracking the use of financial resources, introduction and follow up on performance indicators/success criteria, cost recovery, targets and milestones;
   2. Ensure financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems and development of solutions. Participation in audits of Nationally Executed projects, follow up and implementation of audit recommendations. Ensure that all exceptions are reported timely;
   3. Ensure that financial reports are regularly prepared on activities, outputs and outcomes. Preparation of financial reports to donors; clear financial reports and create advances in Atlas.
   4. Ensure that the delivery table is regularly shared with SGU staff and recommendations to boost the delivery are suggested to both SGU and Implementing Partners;
   5. Prepare Combined Delivery Reports and Expenditure details and share them with Implementing Partners and country office management.

2. **Provide top quality administrative support to the Sustainable Growth Unit (30%)**
   
   1. Ensure proper control of the supporting documents for payments, review of NEX projects Financial Reports;
   2. Maintain the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas;
   3. Take timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions and unapproved vouchers;
   4. File unit documents;
   5. Manage and update the unit database;
   6. In collaboration with the procurement unit; consolidate, update and manage the unit procurement plan;
   7. Facilitate unit team field travels/missions preparation and reporting.

3. **Ensures effective management of the country office programme within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme (15%)**
   
   1. Contribute in formulation of country programme, project documents, work plans and grant proposals with focus on budgets development;
   2. Ensure effective application of RBM tools, establishment of management targets and monitoring achievement of results;
   3. Initiate the project budget, entering projects into Atlas, support in finalization of contract agreement,
prepare required budget revisions; support in closure of projects;
4. Analysis of the situation in programme, identification of operational and financial problems, development of solutions.

4. Support in creation of strategic partnerships and in implementation of the resource mobilization strategy (5%)

1. Manage SGU contracts and agreements with donors and partners;
2. Support in the development of partnerships with other UN agencies, IFIs, government institutions, bilateral and multilateral donors, private sector and civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors’ priorities;
3. Support in engaging interested representatives of national and international development actors in Rwanda, facilitating as appropriate their involvement in country-level processes;
4. Analysis and research of information on donors, support in preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new components/projects; active contribution to the overall office effort in resource mobilization.

5. Facilitate knowledge building and knowledge sharing (5%)

1. Facilitate internal and external awareness and knowledge sharing of UNDP’s work;
2. Advocate for UNDP policy positions with government and other counterparts and ensure access to best available UNDP expertise;
3. Identify and synthesize best practices and lessons learned from the country programme for organizational sharing and learning;
4. Support to capacity building of national counterparts;
5. Collaborate with the Management Support Unit and HR to promote a knowledge sharing and learning culture within the country office;
6. Make sound contributions to knowledge networks and communities of practice.

6. Contribute effectively to the Delivery as One (DaO) Initiative (5%)

1. Effective support to the SGU work related to the UN Social and Economic Transformation Results Groups (RG1 and RG 2);
2. Support to ongoing M&E processes within the framework of DaO.

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**

- Formulation of programme strategies and the Country Programme Action Plan are supported;
- CO programme effectively supported and managed;
- The administration of SGU work is well handled;
- SGU resource mobilization supported;
- Support provided for knowledge building and knowledge sharing;
- Knowledge building and knowledge sharing facilitated

- 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>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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</tr>
<tr>
<td></td>
<td>Bachelor’s degree or equivalent in Accounting, Finance, Management, Economics, business administration or another related field</td>
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<table>
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<tr>
<th>Required experience</th>
<th>36 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Remark</td>
<td></td>
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</tbody>
</table>

- A minimum of 3 years of relevant professional experience at national or international level in providing financial and administrative support to programmes, preferably in the UN system;
- Hands-on experience in Atlas or similar financial system (added asset);
- Experience in the usage of computers and office software packages and handling of web-based management systems is essential.

**Language**

- English (Mandatory), Level - Fluent
- AND - French (Optional), Level - Working Knowledge

**Area of Expertise**

- Administration and administrative assistance Mandatory
- Finance, accounting and audit Optional
- Development programme/project administration Mandatory
Certified Public Accountant Certificate is an added advantage

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

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
RWAR000555-6556

Application procedure
doa.apply_url
https://vmam.unv.org//candidate/show-doa/UldBUjAwMDU1NQ==

Disclaimer

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