UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000231—Operations 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>Sudan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Khartoum [SDN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Assignment in Khartoum is with Family.</td>
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Living Conditions
Khartoum is the capital and trading Centre of Sudan and is situated in Khartoum State, at the junction of the Blue and White Nile rivers; Omdurman is also a suburb of Khartoum, giving the urban area a population of over 3 million. It has long served as a major communications Centre between the Arab countries of North Africa and central African countries. The city lies near the rich, irrigated cotton-growing Gezira area to the south and much of its trade is based on Nile river traffic. An oil pipeline links the city with Port Sudan on the Red Sea. Industries include tanning, textiles, light engineering, food processing, glassware, and printing. Sudan’s climate ranges from tropical in the south to arid dry desert in the north. Khartoum is one of the hottest capitals in the world in summer, although the winter months are cooler and pleasant. A rainy season in many areas spans from April to October.

We are inspiration in action
Living conditions in Khartoum are good. Khartoum is classified as a family duty station, with an adequate level of services, accommodation and facilities. One can rent a comfortable modern apartment or house with air conditioners that mitigate the hot and dusty climate. Medical facilities are basic. The cost of living may be high, depending on the standards, particularly for food and accommodation. It is a relatively safe environment, sometimes marked by small criminality or anti-western public demonstrations. MORSS (Minimum Operating Residential Security Standards) compliance is required. Generally, the city is safe compared to other capitals in the continent. There are many restaurants and cafes for socializing, although limited sports facilities due to the climate although one can get membership of gyms for indoor exercise and there are clubs for swimming. International personnel should be prepared to use cash while in Sudan. ATM facilities are only available for local accounts. Credit cards cannot be used while in Sudan. Currency exchange and money transfer facilities, such as Western Union, are available in Khartoum.

All Photography without a permit is forbidden in Sudan. Do not take photographs without express permission. On occasion, even the sight of a camera has caused problems from the authorities and others. Where an official is present, you must ask permission to photograph. It is advised to obtain such permission prior to any display of a camera. Sudan is culturally Islamic and observes Sharia Law. Staff members are cautioned to behave in a manner appropriate to local mores and customs. Dress code is modest and conservative (arms and legs covered), although trousers are acceptable for women, head scarves do not need to be worn by expatriate women in the capital, men should wear long trousers. Public displays of affection should be avoided. Public drunkenness is forbidden and possession of alcohol in Sudan is against the local laws. Visitors should always note that UN staff members are not permitted to bring alcohol into the country.

Assignment Details

Assignment Title: Operations Associate

Organizational Context & Project Description

United Nations Population Fund (UNFPA) is the sub-sector lead for reproductive health and for gender-based violence in the humanitarian coordination framework in Sudan. UNFPA has played an active role in the gender-based violence prevention and response through coordinates multi-sectoral and comprehensive partner interventions through the GBV sub-sector under the overall protection sector, and also supports programme implementation addressing major GBV prevention and response concerns by working closely with a variety of stakeholders including national NGOs, international NGOs, UN agencies and government counterparts to implement various activities toward achieving the goal of preventing GBV and providing adequate response to GBV survivors.

The overall goal of the UNFPA Sudan programme (2018-2021) is to contribute to the reduction of maternal deaths and disabilities through an integrated approach to SRH, family planning (FP), and prevention and response to GBV.

UNFPA has technical expertise at field, country office (CO), regional and HQ levels on sexual and...
reproductive health and rights (SRHR), HIV, youth, GBV, population and environmental issues in both development and humanitarian settings as well as UNFPA work in close coordination and collaboration with relevant partners and stakeholders; UNICEF, MOSA, SMOH- and NGOs on ground to provide the timely and proper response.

Additionally UNFPA has a long-standing partnership with national implementing partners on the ground. The implementing partners’ profile varies both government (ministry of health) and non-governmental organizations.

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

Under the direct supervision of International Operations Manager the national UN Volunteer will undertake the following tasks:

1. Provision of support in ensuring the **implementation of operational strategies**, focusing on achievement of the following results:

   § Supports in ensuring full compliance of operational activities with UNFPA rules, regulations, policies and strategies; implementation of the effective internal control;

   § Provides technical support to Country Office on operational issues;

   § Supports the implementation of UNFPA MOSS compliance

2. Provision of support to **effective and accurate financial resources management**, focusing on achievement of the following results by providing support in:

   § Maintaining an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.

   § Reviewing and verifying accuracy and relevancy of the supporting documents for payments and financial reports;

   § Ensuring that all supporting documents on financial transactions are secured and properly filed

   § Preparing bank transfer letters and follow up with the UNDP Finance Unit / Bank to ensure that transfer of money to the field is transferred to the end beneficiaries.

   § Following up with UNDP to ensure that all payments had been processed and Cheques had been issued.

   § Assisting to claim VAT (Value added Tax) for UNFPA

3. Provision of support to **HR services** focusing on achievement of the following results:

   § Supports in the implementation of recruitment processes and contract management

   § Supports in the Attendance and Leave Management

   § Provide support as necessary and in collaboration with the HR Associate;

4. Provision of support in ensuring **efficient administrative, procurement and Travel/protocol support**, focusing on achievement of the following results by providing support in:

   § Following up with clearance agent on ongoing customs clearance processes;

   § Ensuring that goods procured under program procurement plan are delivered to IP on time bases;

   § Following up with suppliers and obtain quotation and deliveries.

   § Preparing payment requests and ensure that vendors POs are paid and files are well arranged.

   § Maintaining the inventory and stock of supplies;

   § Extracting data from various sources;

   § Preparing statistical charts, tables and reports as required

   § Organizing office meetings and events.

   § Tracking and monitoring assets management in the CO and for the periodic inventory reports.

   § Coordinating the provision of reliable and quality office supplies.
§ Assisting in review vehicles log books/fuel registration, vehicle maintenance in CO and field offices.
§ Processing payments related to Travel, Create PO’s in Atlas for DSA and F10 claims payments.

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

· The key results have an impact on the efficiency of the Operations unit. Accurate analysis and presentation of information, thoroughly researched and fully documented work strengthens the capacity of the office and facilitates subsequent action by the supervisor. Incumbent’s own initiative is decisive in results of work and timely finalization.
· A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

• 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

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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Bachelor’s degree in business administration, Management or Accounting.</td>
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<td>Required experience</td>
<td>24 months</td>
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<td>Experience Remark</td>
<td>One to two years relevant experience in Operations tasks (Administrative/Finance),</td>
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<td></td>
<td>Strong written and verbal communication skills</td>
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<td>Previous experience in the UN is an asset;</td>
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<tr>
<th>Language Skills</th>
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<tr>
<td>English (Mandatory), Level - Working Knowledge</td>
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<tr>
<td>AND - Arabic (Mandatory), Level - Fluent</td>
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<th>Area of Expertise</th>
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<tr>
<td>Administration and administrative assistance Mandatory</td>
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<td>Other finance, economics and administration related experience Optional</td>
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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
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- 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;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- 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**

**SDNR000231-4419**

**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.