Descripción de la asignación de voluntarios NU

SDNR000288--Finance Assistant

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>hasta 31-12-2020</td>
</tr>
<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Khartoum [SDN]</td>
</tr>
<tr>
<td>Lugar de Asignación</td>
<td>Lugar de Destino Apto para Familias</td>
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</tbody>
</table>

Observación sobre el lugar de asignación

Assignment is non-family.

Condiciones de vida
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.

### Detalles de la Asignación

<table>
<thead>
<tr>
<th>Título de asignación</th>
<th>Finance Assistant</th>
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<tr>
<td>SP Contexto Organizativo &amp; descripción del proyecto.</td>
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</table>

**UN Women**, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In July 2010, the United nations General Assembly created **UN Women**, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of **UN Women** came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

**Sustainable Development Goals**  5. Gender Equality

**Descripción de la tarea**

Within the delegated authority and under the overall guidance of Country Representative or his/her designated mandated representative(s), and direct supervision of the Finance Associate the UNV Finance Assistant works in close collaboration with the Programme and Operations Team in the Sudan Country Office as well as with the Operations and Programme teams in UN Women Regional office (RO) & HQ for solving complex finance-related issues and information delivery:

1. Implement financial strategies, in full compliance of UN Women rules, regulations, policies, and recording and reporting systems;
2. Prepare and administer CO budgets in full compliance of UN Women rules, regulations, policies, and recording and reporting systems;
3. Provide finance support to the Programme and Operations team;
4. Provide administrative support to Resource Mobilization;
5. Facilitate knowledge building and knowledge sharing;
6. Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within
their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:
- Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV);
- Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
- Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
- Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
- Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
- Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técni-camente posible;

Resultados / Resultados esperados

As an active UN WOMEN team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UN WOMEN and its beneficiaries in the accomplishment of her/his functions, including:

- Timely, complete and accurate financial transactions/activities/documentation;
- Timely and accurate advice on UN Women financial rules and regulations;
- Timely and regular monitoring of financial resources management system and timely expenditure of financial resources;
- Timely and accurate support to budget formulation and controlling allotments;
- Timely and accurate monitoring of internal expenditures control systems;
- Timely and accurate drafting of management financial reports;
Cualificaciones/Requisitos

Nivel de Grado Requerido  Secondary education

Educación - Comentarios Adicionales

- Completion of secondary education is required.
- Specialized national or international certification in accounting and finance is an asset.
- Bachelor’s degree in Finance, Accounting is an asset.

Experiencia Necesaria  48 meses

Comentarios sobre la experiencia

- At least 4 years of progressively responsible experience in finance.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and spreadsheet and database packages, experience in handling of web-based management systems.
- Experience in the use of ATLAS is an asset.

Lingüísticas

- English (Mandatory), Nivel - Fluent
- AND - Arabic (Mandatory), Nivel - Fluent

Área de Experiencia

- Other finance, economics and administration related experience Obligatorio

Requisito de área de experiencia

- 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 Gender Equality, volunteerism as a mechanism for durable development, and the UN System.

**Necesita Licencia de Conducir**  
No

**Competencias y Valores**

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

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**Condiciones del servicio y otra información**

**Condiciones de servicio**  
[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.

*Código de aplicación*  
SDNR000288-6624

*Procedimiento para la aplicación*

*Not yet registered in the UNV Talent Pool?*
First register your profile at https://vmam.unv.org/candidate/signup.

Important: 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 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.

Then go to ‘My Page’ at 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.

This is a national UN Volunteer assignment, therefore only nationals of Sudan and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 30 March 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/U0ROUjAwMDI4OA==

Advertencia
El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.