
Informations générales

<table>
<thead>
<tr>
<th>Pays d'Affectation</th>
<th>Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>UNWomen</td>
</tr>
<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>jusqu’au 31-12-2020</td>
</tr>
<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>d’affectation</td>
<td>Lieu d’Affectation</td>
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<tr>
<td>Khartoum [SDN]</td>
<td>Remarque sur le lieu d’affectation</td>
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<tr>
<td>Lieu d’Affectation avec Famille</td>
<td>Assignment is non-family.</td>
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Conditions de vie

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.

Détails sur l'Affectation
Titre de l'Affectation
Finance Assistant

Contexte organisationnel & description du projet

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.

Objectifs de développement durable
5. Gender Equality

Description de l'action

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.

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 en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

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;
- 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.
• 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 / Exigences

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Secondary education</th>
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<tbody>
<tr>
<td>Niveau de qualifications - autres commentaires</td>
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<tr>
<td>• Completion of secondary education is required.</td>
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<tr>
<td>• Specialized national or international certification in accounting and finance is an asset .</td>
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<tr>
<td>• Bachelor’s degree in Finance, Accounting is an asset.</td>
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<tr>
<td><strong>Expérience Requise</strong></td>
<td>48 mois</td>
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<tr>
<td><strong>Remarques sur l’Expérience</strong></td>
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<tr>
<td>• At least 4 years of progressively responsible experience in finance.</td>
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<td>• 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.</td>
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<td>• Experience in the use of ATLAS is an asset.</td>
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### Linguistiques

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

### Domaine d’expertise

- Other finance, economics and administration related experience Obligatoire

### Domaine d’expertise requis

- 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.

Permis de Conduire exigé                  Non
Compétences et Valeurs
• Adaptability and Flexibility
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Conditions de service et autres informations

Conditions de service

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.

Code d'application SDNR000288-6624

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).

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](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.

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==](https://vmam.unv.org//candidate/show-doa/U0ROUjAwMDI4OA==)

**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.