

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SENR000540--Finance Analyst

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

Country of Assignment	Senegal
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Dakar [SEN]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Living Conditions:

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese are among the characteristic features of this West African country. The living conditions in Dakar are good, as well as access to health services. The yellow fever vaccine is compulsory, and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The necessary drugs are available in pharmacies, but it is recommended to bring specific prescription drugs.

According to ANSD/RGPHAE 2013 official estimates, the population of Dakar metropolitan area reaches over 3.1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has a warm climate and

sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are, on average, around 30°C. The rainy season is in the northern hemisphere's summer/fall.

The currency used in Senegal is called Franc CFA (XOF). On 28th May 2018, the average exchange rate is 1 USD = 563.28 XOF. Many hotels, restaurants and businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good, and the choice is vast. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with the Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required. ECOWAS (Economic Community of West African States) nationals are not required an entry visa. Citizens of other countries may be required an entry visa or long-stay visa. They should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and other parts of the world issue visas prior to travel.

Assignment Details

Assignment Title

Finance Analyst

Organizational Context & Project Description

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the Sustainable Development Goals, or Global Goals, which will guide global development priorities through 2030. UNDP's [Strategic Plan \(2018-2021\)](#) has been designed to be responsive to the wide diversity of the countries we serve. The diversity is reflected in three broad development contexts:

- [Eradicate poverty in all its forms and dimensions](#)
- [Accelerate structural transformations](#)
- [Build resilience to shocks and crises](#).

This UNV assignment is part of UNDP role as the Coordinating Agency of the Joint UN Programme in support to the Liptako-Gourma Authority (LGA), for cross-border initiatives and cooperation in the Liptako-Gourma region. The joint programme involves 7 other UN agencies (UNICEF, UNESCO, UNODC, UNECA, ILO, UNWOMEN, and OHCHR).

The Liptako-Gourma region is the tri-border common region between Burkina Faso, Mali and Niger and covers an area of 370,000 square kilometers. 80% of the 17 million inhabitants of the region mostly women, children and young people live in rural areas. The region is facing a multi-faceted crisis: (i) a structural crisis sustained over time; (ii) a social fabric undermined by inter- and intra-communal conflicts that have multiplied in some areas of the region, against a background of competition for access to resources and a marked social polarization and (ii) a breakdown of the social contract which is characterized not only by a crisis of confidence between the population, the State and the Defence and Security Forces (SDF), but by a weakening of the State's Authority which is struggling to guarantee the population a minimum of protection, security and decent living conditions.

This project document has been prepared by United Nations agencies in close collaboration with the Liptako-Gourma Member State Integrated Development Authority (LGA) and the Swedish International Development Cooperation Agency (SIDA). The project, which will be funded by the Government of Sweden, also received its technical support in the development. The overall objective of this document is to strengthen the resilience of communities and human security in the face of environmental and climatic shocks, threats in the Sahel, particularly at the border level, including the spillover effect of the crisis in Mali which continues to increase. affect peace and security in Burkina Faso, Niger and other neighboring countries. The joint project will be implemented according to the following areas of intervention which will be aligned according to the United Nations Support Plan for the Sahel/UNSP.

The joint program will be implemented in the Liptako-Gourma region, in the most vulnerable but stable areas identified by the ALG states themselves. Rehabilitating community infrastructure and restoring livelihoods in these areas are essential to provide short-term employment opportunities, especially for young people, while putting in place medium and long-term recovery initiatives that meet their

needs and strengthen their resilience to disasters to prevent a return to the precarious situation. The joint program will contribute in a coordinated and complementary manner and lay the foundations for sustainable development to significantly improve the living conditions of the populations in the targeted areas; this through the fight against social inequalities, access to basic socio-economic infrastructure and services, and the creation of a local economy.

Building on previous and ongoing initiatives by the UNS and other partners in the sub-region, including activities funded by the United Nations Peacebuilding Fund (PBF) in some areas, the program Joint Committee will support ALG and its States through capacity building programs, the development of a coordination mechanism to enable ALG to better identify the support provided to the region and ensure a coherent approach and complementary to efforts to improve the stability of the sub-region.

Funding for this joint programme is being channeled a "passthrough" the MPTFO. Therefore, all agencies receive their budget allocation directly from the MPTFO. Though, as the Coordinating Agency, UNDP will work closely with the agencies to ensure that activities are implemented as planned; that implies application of funds as agreed.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Project Manager/Sahel Programme and overall guidance of the DRR Operations and in collaboration with the finance team in the Regional Hub, the Finance Analyst will contribute to ensuring the highest efficiency in financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of financial services, transparent utilization of financial resources and management of the Programme and projects. S/he will work closely with the UNDP COs focal points implementing the project in Burkina Faso, Mali, and Niger. S/he will be responsible for:

- Financial analysis for all resources managed by the joint programme including contributions for general services and provision of high-quality professional advice to the project manager;
- Proper planning and expenditure tracking of management projects' resources and audit of financial resources, including extra-budgetary income in accordance with UNDP rules and regulations;
- Organization of project management processes, including liquidity management, recommendation of impress level, risk assessment, timely accounting and reconciliation of all transactions;
- Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information to supervisors and other UNDP RSCA on the results of the investigation when satisfactory answers are not obtained;
- Full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system;
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for management projects;
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP/Hub of the results of the investigation when satisfactory answers are not obtained;
- Routinely monitor compliance with IPSAS rules and guidelines in financial transactions conducted at the regional and country levels;
- Coordinates with the Project Manager in monitoring the IPSAS
- Management of facility financial resources through planning, guiding, monitoring and controlling of the resources in accordance with UNDP rules and regulations;
- Preparation and monitoring of management projects' budgets in Atlas;
- Regular analysis and reporting on the budget approvals and the delivery situation of management projects;
- Elaboration of proper mechanisms to eliminate deficiencies in budget management;
- Collection of information on internal and external clients' satisfaction and needs in order to develop improvements to services;
- Review of financial reports before their submission to donors.

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

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encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Effective and accurate financial resources management and oversight of the joint project in Atlas;
 - Implementation of operational strategies and UNDP procedures;
 - Management projects' budgets management and organization of an optimal cost-recovery system;
 - Control of project accounts;
 - Facilitation of knowledge building and sharing.
- 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

Required Degree Level Master degree or equivalent

Education - Additional Comments

- Advanced higher degree (Master's or equivalent) in a relevant area, e.g. Finance Business administration public administration or area related to international accounting body such as ACCA, ICMA ACA,; [a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;](#)

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national and/or international level in providing financial management advisory services and/or managing staff and operational systems, or other relevant programmes; experience with Audit and accounting is an asset, as is experience working in the UN or other international development organization;
- Experience working with UNDP and good knowledge of Atlas.

Language

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

Area of Expertise

- Finance, accounting and audit Mandatory
- Administration and administrative assistance Optional
- Other development programme/project experience Optional

Area of Expertise Requirement

- International level in providing financial management advisory services and/or managing staff and operational systems, or other relevant programmes;
- 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;

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familiarity with tools and approaches of communications for development;

Need Driving Licence

No

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other

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basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 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;

- 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 SENR000540-7561

Application procedure

*** 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.

Application deadline: 16 August 2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDU0MA==>

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.