

Descripción de la asignación de voluntarios NU SLVR000035--Administrative and Finance Expert

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

País de la asignación	El Salvador
Agencia / Entidad Anfitriona	United Nations Office on Drugs and Crime
Categoría de Voluntariado	National UN Volunteer Expert
Número de Voluntario	1
Duración	12 meses
Posibilidad de extensión	Sí
Fecha de Inicio Esperada	01-01-2021
Lugar de Destino	San Salvador [SLV]
Lugar de Asignación	Lugar de destino no apto para familias

Observación sobre el lugar de asignación

Condiciones de vida

El Salvador is classified as category "A" family duty station by the International Civil Service Commission. UN Volunteers are assigned to UN Agencies/Funds/Programs based in El Salvador, a modern city with provision of all basic services.

The Republic of El Salvador has subscribed the Convention on the Rights of Persons with Disabilities and recognizes the recommendations made by the Committee on the Rights of Persons with Disabilities presenting periodical reports. The National

Council for Persons with Disabilities (CONAIPD) is the national institution that promote equity and human rights. The National Policy and Plan of Action for Persons with Disabilities were adopted in 2014. Through the adoption of Legislative Decree on 2014, Salvadoran Sign Language (LESSA) has been recognized as the natural and official language used by Salvadoran deaf persons and the State's has committed to ensure its teaching and preservation. Nevertheless, most of the population doesn't know LESSA or other Sign Language (for instance ALS) and currently is not a subject in schools or universities.

With regard to equal opportunities (article 3 (e) of the Convention), State institutions have promoted and increased the recruitment of persons with disabilities to administrative, technical and management positions. In terms of physical accessibility, infrastructure has been modified and adapted through, inter alia, the provision of disabled toilets, ramps and handrails. In Private sectors has had similar efforts.

The Government has adopted a series of laws aimed at eliminating persons with disabilities discrimination in difference spheres and ensuring the exercise of human rights.

Public transportations does not provide facilities for person with disabilities mobilization.

UN Volunteers must comply with UNDSS security standard, regulations and policies as well as those of their host Agency.

For more information on the UN System in El Salvador please consult:

http://www.sv.undp.org/content/el_salvador/es/home/countryinfo/

The United Nations System in El Salvador is exposed to a series of threats, with different levels of risk, that are specifically typified according to the area, mandate and level of exposure of Agencies, Funds, and Programmes (AFP).

Detalles de la Asignación

Título de asignación Administrative and Finance Expert

SP Contexto Organizativo & descripción del proyecto.

This UNV assignment is part of UNODC implementation of its Global Programme on Cybercrime initiative in the Central American region which are coordinated from San Salvador, El Salvador. The post involves responsibility in administrative, procurement, logistics, inventory, human resources, and financial aspects related to the implementation of programmatic actions.

Since 2014, UNODC Global Programme on Cybercrime engages with the countries of Central American in developing state and civil society capacities to prevent and counter cybercrime.

Currently, UNODC Global Programme on Cybercrime is planning and implementation a series of activities in Belize, Guatemala, El Salvador, Honduras, Costa Rica and Panama

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Descripción de la tarea

Within the delegated authority and under the supervision of UNODC Global Programme on Cybercrime Coordinator (based in San Salvador) or his/her designated mandated representative(s), the UNV Experto en Administración y Finanzas will:

- Provide support to the programme's technical coordination in drafting the annual acquisition plan.
- Update in a regular basis the annual acquisition plan.
- Review technical and financial proposals presented in procurement process.
- Update in a regular basis the database with information of potential and active vendors.
- Implement acquisition process according to the guidelines provided by the programme's technical coordination.
- Provide logistic support in activities (including online activities).
- Coordinate logistics and financial aspects with vendors that provide goods and services for different activities.
- Provide support to the programme's technical coordination in quality control of goods and services acquired.
- Implement the payment processes for vendors.
- Implement the hiring processes and other administrative actions related to the recruitment of local and international consultants.
- Implement the payment process of consultant.

- Update in a regular basis the financial database of the programme, reflecting recent expenditures as soon as possible.
- Implement the process to purchase tickets and/or providing allowances for travelers.
- Update the programme's inventory, implementing the necessary administrative actions related to each asset condition.
- Update the databases sent by UNODC headquarters, Central Administration Unit and Procurement Unit, in the areas of administration, finances, human resources, inventory and procurement.
- Provide support to the programme's technical coordination in drafting the annual workplan.
- Update in a regular basis the annual workplan.
- Any other related tasks as may be required or assigned by the supervisor.

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/críticas (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 técnicamente posible;

Resultados / Resultados esperados

- As an active UNODC team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNODC and its beneficiaries in the accomplishment of her/his functions, including:
 - Acquisitions effectively and efficiently implemented.
 - Payments effectively and efficiently made.
 - Administrative, financial, and (when applicable) programmatic documentation updated.
 - Human resource actions, such as consultant recruitment, effectively and efficiently made.
 - Activities' logistics effectively and efficiently implemented.
 - Inventory effectively managed
- 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

Cualificaciones/Requisitos

Nivel de Grado Requerido Master degree or equivalent

Educación - Comentarios Adicionales

Education: Master's degree in public administration, business administration or finance.

Candidates with less than 35 years of age that meet the education/experience criteria may be considered

Experiencia Necesaria 96 meses

Comentarios sobre la experiencia

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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

- At least 8 years of professional work experience at the national and/or international level in management or project implementation, or other relevant programmes; experience with finances is an asset, as is experience working in the UN or other international development organization;
- Knowledge of office software (text and spreadsheets) and business software (e.g. SAP or Oracle based platforms) is desirable.
- 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 justice and peace, volunteerism as a mechanism for durable development, and the UN System

Lingüísticas

- Spanish (Mandatory) , Nivel - Fluent
- AND - English (Optional) , Nivel - Working Knowledge

Área de Experiencia

- Development programme/project administration Obligatorio
- Administration and administrative assistance Obligatorio
- Finance, accounting and audit Opcional

Requisito de area de experiencia

Management or project implementatio

Necesita Licencia de Conducir No

Competencias y Valores

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Condiciones del servicio y otra información

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Conditions of Service:

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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

UN Expert Volunteers receive a monthly Expertise Differential , calculated at 40% of the UN Specialist Volunteer monthly living allowance .

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

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;

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- 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.
- 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).

Código de aplicación

SLVR000035-8171

Procedimiento para la aplicación*** Not yet registered in the UNV Talent Pool?**

Please 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?**

Please 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: 15 December 2020 at 23:59hrs, Germany time

doa.apply_url<https://vmam.unv.org/candidate/show-doa/U0xWUjAwMDAzNQ==>**Advertencia**

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