General Information

Country of Assignment: South Sudan

Host Institute: United Nations Mission in South Sudan

Volunteer Category: International Specialist

Number of Volunteer: 1

Duration: until 30-06-2021

Expected Starting Date: Immediate

Duty Station: Juba [SSD]

Assignment Place: Non-Family Duty station

Assignment Place Remark

Assignment is non-family duty station.

Living Conditions

Living conditions vary between UNMISS duty stations. Each duty station where UNMISS has a field presence has basic residential camp facilities, which includes running water and electricity. Candidates should be aware that accommodation may be austere with the possibility of water shortages and power blackouts. On arrival in Juba accommodation will be on a share basis. Ablutions will also be shared. As the accommodation situation improves single unit accommodation, with an attached ablution, should become available in all locations. Hard wall accommodation is available in Juba.

All UNMISS duty stations apart from Entebbe, Uganda are considered non-family duty stations. The security level of UNMISS duty stations is classified by the UN Department of Safety and Security (UNDSS) who will brief on arrival. A number of locations in South Sudan are prone to conflict.

Primary health care services (preventive and curative) are provided in 11 United Nations Owned Equipment (UNOE) Level-I clinics, 21 Contingent Owned Equipment (COE) Level-I clinics, 4 COE Level-II medical facilities within the mission area and the establishment of
contractual agreements for Level-III and Level-III care outside the mission area. The 4 Level-II facilities available in Juba, Bor, Malakal and Wau, run by the Troop Contributing Countries (TCC), take referrals from the Level-I clinics and provide hospital-based care. The climate is tropical with a rainy season in many areas, which should normally span from around April to October. Ability to live and work in difficult and harsh conditions is essential.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Administration and Budget Assistant</th>
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<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
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<tr>
<td>UNMISS was established in 2011 under the auspices of the UN Department of Peacekeeping Operations (DPKO); subsequently, UNMISS mandate has been renewed through resolutions 2057 (2012), 2109 (2013), 2155 (2014), 2187 (2014), 2223 (2015), 2241 (Dec. 2015), 2304 (2016) and 2327 (2016), 2392 (Dec. 2017), 2406 (Mar. 2018).</td>
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<tr>
<td>Sustainable Development Goals</td>
<td>16. Peace, Justice and Strong Institutions</td>
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<td>Task description</td>
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<td>Under the supervision of the Unit Supervisor within the Field Technology Section (FTS), the Administration and Budget Assistant will be responsible for:</td>
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<td>• Administrative duties, including liaison and coordination functions directly in support of the Office of the Chief FTS and ensures that timely and efficient support are provided to all FTS Operations and Service Delivery units;</td>
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<td>• Draft the Section's Inter-office Memos, Mission Broadcast, Administrative Instructions, Information Circulars for the Chief of FTS;</td>
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<td>• Manage and keep track of Contracted personnel Attendance and entitlement records;</td>
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<td>• File, record and assist in creating the Section's budget requirements in the near and medium terms and providing advance information of such requirements to relevant FTS Managers;</td>
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<td>• Assist in the preparation of the procurement plan, cost estimates and assets management reports;</td>
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<td>• Provide support to Managers and supervisors in documenting the evaluation of goods and services delivered by commercial vendors and prepare Vendor Performance Reports, end-user agreements, staff contract extensions, personnel action forms, MOP's, accommodation requests, etc;</td>
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<td>• Verify the receipt of goods or services against the associated purchase order or contract and certify invoices in Umoja through the relevant Certifying Officers;</td>
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<td>• Assist in completing forms for the Acquisition of goods and services; maintain electronic procurement and financial records;</td>
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<td>• Assist in the management of MOUs (Memorandums of Understanding) and FTS services contracts;</td>
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<td>• Establish and maintain confidential information such as the Section's personnel files and relevant Mission documents;</td>
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<td>• Compile proposals and records of the section's training requirements;</td>
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<td>• Coordinate process and submit Section training requests to the Mission's IMTC.</td>
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<td>Performance/Expected Outputs</td>
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<td>• Contribute to the effectiveness and efficiency of the Section/Unit; empowering and mentoring other staff within the unit;</td>
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| • Provide the necessary administrative support to the Unit to meet established standard Mission SOP's in preparing for and
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Bachelor's degree in Accounting, Management, Administration or equivalent is required.

Required experience 36 months

Experience Remark
3 years experience in office and assets management administration; including budgeting, accounting, financial management or equivalent in an international environment.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Finance, accounting and audit Mandatory

Area of Expertise Requirement
Solid computer skills, including proficiency in various MS Office applications (Excel, Word etc) and other UN centralized service applications such as Umoja, FSS; office equipment such as digital senders; multifunction printers.

Need Driving Licence Yes

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Respect for Diversity
- Working in Teams

Conditions of Service and other information
Conditions of Service for International Specialist:


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 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 SSDR001403-7789

Application procedure

T. +49 (0) 228-815 2000 A. PO Box 200111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
* 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: 04-10-2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTQwMw==

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.