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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>South Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Juba [SSD]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Non-Family Duty station

Living Conditions

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US$ 2,666 for Single, US$ 2,916 with 1 Dependent, and it is US$ 3,116 with two or more Dependents.; settling-in-grant (if applicable); life, health, and permanent disability insurance; assignment and return air tickets (if applicable); resettlement allowance of US$ 200 per month for satisfactory service. Depending on duty station classification and period spent in hazardous duty station areas, full or prorated portion of US$ 1,000 per month as Well Being Differential is paid.

Based on the policy of the host agencies, like for their regular international staff, paid Rest and Recuperation (R&R) after every six weeks of work are applied to the UN Volunteers as well. If so, a lump-sum amount is paid to travel to another country for that purpose.
Assignment Title
Programme and Finance Specialist

Organizational Context & Project Description
The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) in South Sudan has been implementing Strategic Note (SN) (2019 -2021) that targets 2 key Result Areas: (1) norms, policies and standards to set the foundation for gender inclusive peacebuilding and (2) post-conflict reconstruction and transitional justice and strengthening women’s economic empowerment through the Peace Agreement in South Sudan. In addition to the normative work and work in Women, Peace and Security, UN Women in South Sudan also works with key partner agencies to strengthen gender awareness in humanitarian response, as well as to reverse harmful gender norms that make women and adolescent girls vulnerable to gender-based violence. The IUNV – Programme and Finance Specialist will be responsible for monitoring and managing the projects’ budget/expenditure to ensure compliance with results-based budgeting, UN Women corporate Strategic Plans and Operating Procedures, and donors’ requirements as well as effective and timely implementation of projects activities

Sustainable Development Goals
5. Gender Equality

Task description
Description of Duties:
Under the direct supervision of the Deputy Country Representative, the UN Volunteer will undertake the following tasks:

1) Ensures strategic direction of the projects operations, focusing on achievement of the following results:
- Ensure strategic direction of the projects operations, focusing on achievement of the following results:
- Full compliance of operations with UN/UN Women rules, regulations and policies and implementation of corporate operational strategies;
- Constant monitoring and analysis of the program finances, timely readjustment of the funds as necessary, advice on legal considerations and risk assessment;
- Verify all supporting documentation for payment requests, disbursement vouchers;
- All financial transactions are identified, recorded and verified in compliance with IPSAS as outlined in the corporate policies and procedures;
- Knowledge building and sharing with regards to management and operations in the projects;
- Ensure integrity of financial and administrative procedures as well as a consistent application of UN Women rules and procedures about project implementation and operations;
- Ensure monthly delivery updates to the Deputy Country Representative on projects’ financial delivery performance;
- Provide support and oversight to ensure that qualitative services are provided to national partners including fair and transparent procurement process and efficient operational support;
- Provide sufficient support and training to implementing partners to compliance with UN Women’s rules, regulations and policies and implement the audit’s recommendation.

2) Ensures effective and accurate financial resources management focusing on achievement of the following results:
- Support in budget preparation, budget set-up, accurate expenditure tracking, clearance, budget revision and audit of project financial resources, including extra-budgetary income in accordance with UN Women rules and regulations;
- Proper management of the contribution’s management business process including managing the budgets, projects financial closure and projects transactions, and accounting for contributions to ensure that the money due to UN Women is properly identified, consistently and uniformly classified, recorded on a timely basis and received with sufficient supporting documentation;
- Organization and oversight of project cash management processes, including liquidity management, recommendation of imprest level, risk assessment; timely accounting and reconciliation of all transactions, security for cash assets on site;
- Verify Implementing Partners’ financial reports and other financial documents and provide timely follow up and advice;
- Ensure timely preparation of financial reports to donors in accordance with the reporting schedule and in line with specific requirements of the donor;

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading
Qualifications/Requirements

Required Degree Level
Master degree or equivalent

Education - Additional Comments
Master's degree in business Administration, finance, accountancy, economics or a related area

Required experience
36 months

Experience Remark
- 3 to 5 years of relevant experience at the national or international level in providing admin and finance services, hands-on experience in administration, finance of development projects.
- Experience of IPSAS and/or IFRS
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages.
- Experience in the usage of ATLAS will be an advantage.

Language
- English (Mandatory), Level - Fluent
- AND - Arabic (Optional), Level - Working Knowledge

Area of Expertise
- Finance, accounting and audit Mandatory
- Other finance, economics and administration related experience Optional

Area of Expertise Requirement

Results/Expected Outputs

UNV Programme and Finance Specialist will produce the following results.
- 100% of projects' budget delivery are achieved.
- Timely budget revision and utilization are carried out.
- Timely submission of financial reports to donors are carried out.
- Full compliance of funds with UN/UN Women rules, regulations and policies and implementation of corporate financial strategies are achieved.
- Quality and accuracy of the partners’ financial reports is enhanced.
- 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

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 encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.
Experience of IPSAS and/or IFRS
Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages.
Experience in the usage of ATLAS will be an advantage

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Leadership
- Planning and Organizing
- Professionalism
- 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  SSDR001407-7865  

Application procedure  

* 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 October 2020  

doa.apply_url  https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTQwNw==

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.