Descripción de la asignación de voluntarios NU
TCDR000200--Finance Specialist

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

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>Chad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>12 meses</td>
</tr>
<tr>
<td>Fecha de Inicio Esperada</td>
<td>01-03-2021</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Ndjamena [TCD]</td>
</tr>
<tr>
<td>Lugar de Asignación</td>
<td>Lugar de destino no apto para familias</td>
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</tbody>
</table>

Observación sobre el lugar de asignación

Chad is classified as a non-family duty station

Condiciones de vida

Chad is a landlocked country in the centre of Africa. It is one of the poorest countries on earth, ranking 175th out of 182 countries on the 2009 HDI list. It is French-speaking and its capital is N’Djamena. It is in many respects similar to, although less mediatized than, its eastern neighbour Sudan, for instance in terms of the north-south divide (both geographically and societal/religion-wise); several latent or open internal conflicts and rebellions, among others related to ethnical tensions and/or land issues; ubiquity of small arms; large parts of the country have an ingrained culture of violence, are subject to frequent banditry (“coupeurs de route”) and are highly dangerous for foreign nationals.
militarized; a large population of former IDPs and refugees; and strained relationships with its neighbours, not in the least with Sudan itself. Large swaths of the country are in “pre-/post-conflict” mode, and security is a serious concern everywhere, especially in the border area with Darfur/Sudan. The entire country is in Security Phase III, with the Abéché region and LAc region in Phase IV.

Because of the direct exposure to the various hazardous along with difficult living conditions, as mentioned in below paragraphs, Chad has been strictly declared as a non-family duty station.

The living cost in N’Djamena is comparatively high as compared to Eastern Chad. UNV volunteers are usually encouraged to share the accommodation for the cost sharing and security purposes; a modest and furnished accommodation (on sharing basis) will between USD 500-USD 700/mth. N’Djamena consists of few restaurants and some franchise chain of hotels, i.e. Kempinski and Novotel, which are expensive. In Eastern Chad, due to security reasons it is recommended to stay within UN guesthouses.

Food is usually available in N’Djamena in the local market as well as few superstores “Alimentation Generale”. In Easter Chad too, vegetables and meet are available in local market, usually it’s an open fair once a week where most of the commodities can be purchased.

As Chad is a francophone country, therefore, people speak French and also Arabic. English is not a very common language. Daily transactions are made in either Euro or in local currency, named FCFA. Since climate in Chad is comparatively hot, therefore, you may not need to bring any warm clothing. Yet, it is advisable to at least bring one jacket for any unforeseeable weather changes.

Flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are essentials.

**Detalles de la Asignación**

**Título de asignación**

Finance Specialist

**SP Contexto Organizativo & descripción del proyecto.**

Preamble:

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 societies 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.

Organizational context and brief 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.

The crisis in the Lake Chad Basin (LCB) is among the most severe in the world, with more than 9.9 million people in urgent need of life-
UN Volunteer finance Specialist will be responsible for:

Within the delegated authority and under the supervision of Head of Stabilization or his/her designated mandated representative(s), the UN Volunteer finance Specialist will be responsible for:

- Collection of information on internal and external clients’ satisfaction and needs in order to develop improvements to services;
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for management projects;
- Coordinates with the RSF and RSS Unit 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;
- Elaboration of proper mechanisms to eliminate deficiencies in budget management;
- Ensure 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;
- Financial analysis and oversight for all resources managed by the RSF and RSS including contributions for general services and provision of high-quality professional advice to the facility coordinator and Head of Stabilization;
- 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;
- Management of facility financial resources through planning, guiding, monitoring and controlling of the resources in accordance with UNDP rules and regulations;
- Monitor 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

The Strategy provides a comprehensive, integrated and multi-level framework for overall stabilization, comprising of nine inter-related pillars which include military support to the MNJTF, provision of humanitarian assistance, and key interventions to secure early recovery and longer-term resilience. The Strategy recognizes the nexus between security, humanitarian and development issues, and calls for a “New Way of Working” to be at the heart of the response to the Lake Chad Basin Region crisis, in line with recommendations of the 2016 World Humanitarian Summit, demonstrating that scaling up development-oriented action in the LCB is encouraged.

In 2019 UNDP has developed a stabilization facility. This represents UNDP’s contribution to implementing the RSS. Dedicated teams are in the process of being established this will include establishing a secretariat to service the Governors Forum, supporting regional facility and cross border initiatives and overall coordination of the RSS. The UNDP-RSCA Chad is looking for a finance specialist.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Descripción de la tarea

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- Management of facility financial resources through planning, guiding, monitoring and controlling of the resources in accordance with UNDP rules and regulations;
- Monitor 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;

- Organization and oversight of facility management processes, including liquidity management, recommendation of impress level, risk assessment, bank relationship management, timely accounting and reconciliation of all transactions, security for cash assets on site;
- Preparation and monitoring of management projects’ budgets in Atlas;
- 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;
- Regular analysis and reporting on the budget approvals and the delivery situation of management projects;
- Review of financial reports before their submission to donors.
- Routinely monitor compliance with IPSAS rules and guidelines in financial transactions conducted at the RSF and RSS;
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP RSCA of the results of the investigation when satisfactory answers are not obtained;
- RSF and RSS finance business processes mapping and elaboration/establishment of internal standard operating procedures in the Finance Unit; control of the workflows in the Finance Unit;
- Run and correctly understand financial reports in Atlas ERP (like: Project resource overview, Project transaction details, fund resource overview etc.), including preparation of financial reports to management as required.
- Perform other duties as required and requested.

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 UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

- Effective and accurate financial resources management and oversight of RSF 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 counterparts, 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.
Experiencia Necesaria

60 meses

Comentarios sobre la experiencia

- At least 5 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.

Lingüísticas

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

Área de Experiencia

- Finance, accounting and audit Obligatorio
- Other finance, economics and administration related experience Opcional

Requisito de área de experiencia

- 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;
- Sound security awareness;
- 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;

Necesita Licencia de Conducir

No

Competencias y Valores

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Condiciones del servicio y otra información

Condiciónes de servicio

Click here to view Conditions of Service
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$ 1,682. 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).

Código de aplicación TCDR000200-8747

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: 21-02-2021

doa.apply_url

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

Advertencia

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