UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000330--Programme Management Associate

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>Thailand</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Bangkok [THA]</td>
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<td>Assignment Place</td>
<td></td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

Bangkok provides basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand the most used means of transportation are taxi or local bus (and, in Bangkok, the elevated train service). Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht. For those with children, schooling options in Bangkok are to be well evaluated support officer and determined before taking your children at duty station. School fees and area really depends on your
preferences. Admission fee for school in Thailand ranges from $3,000 - $9,000 and tuition fee from $5,500 - $25,533 (per annum). Depending on educational quality and the area which comes with price tags, you may need to explore more on schools to find out what they could offer that serves the needs of your children. No specific allocation is available for schooling and Volunteers will need to bare the entire costs.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Programme Management Associate</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The United Nations Development Programme (UNDP) has been a trusted partner of the Royal Thai Government and the people of Thailand for more than 50 years. As part of the UN Country Team, UNDP aims to advance inclusive, sustainable and human-centred development for all people in Thailand.

UNDP supports Thailand’s efforts to build an inclusive sustainable society in which everyone has access to quality services and can participate in making decisions that affect their lives. UNDP works with the government, civil society, private sector and the Thai public to help find solutions to persistent development challenges and to achieve the Agenda 2030 for Sustainable Development (SDGs) through technical support on governance issues, such as gender equality and social inclusion, social cohesion, transparency and good governance, public innovation, biodiversity conservation, and climate adaptation. This support includes developing human and institutional capacities, sharing the UN’s knowledge and experience, demonstrating solutions, building partnerships and raising funds for development. In all our activities we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable communities.

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The Programme Management Associate volunteer will work under the guidance and supervision of the Programme Specialist/Team Leader of the UNDP Thailand. On regular basis, the volunteer will work closely with the Project Teams to ensure corporate compliance and effectiveness. The volunteer will be a member of the UNDP Thailand Country Office team and is expected to join the staff meetings regularly.

The national UN Volunteer will undertake the following tasks:

**Provide administrative and logistical support to UNDP Thailand:**

- Handle travel services for staff and meeting participants;
- Support to resource mobilization and consolidate the data from multiple ATLAS financial reports. This includes expenditures and commitments monitoring and tracking;
- Support in maintaining the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas;
- Support in undertaking timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers;
- Create requisition in Atlas, register of goods receipt in Atlas, make budget check for requisitions, purchase orders and vouchers;
- Support Team in preparing expenditure records, and support project managers on budget management, and review and monitoring of project budgets;
- Support the team on recruitment for project related-staff/consultant/intern;
- assist in preparing the TOR, selection memo, budget, and coordinating with candidates
- Assist the team to proceed with contract requests (Individual Contracts, Institutional Contracts, Contract for Professional Services, LTAs) and and ensure supporting documentation needed for contract files is obtained.
- Contribute towards the development of procurement plans and processes for project under UNDP Thailand ensuring compliance with UNDP policies and standards
- Work closely with procurement team to plan and manage procurement and operational activities.

**Effective programmatic assurance of projects**

- Assist in monitoring timely implementation of planned activities, assess the progress toward and the achievement of planned targets in accordance with Annual Work Plan (AWP);
- Assist in the enhancement of Annua Workplan quality and project revisions, ensure that activities, targets and benchmarks have been formulated according to standard procedures and meet the programmatic standards and agreements with the partners;
- Coordinate inputs for Mid Term Review and/or Terminal Evaluation of the project and finalise documentation, such as Term of References (TORs), work plan for evaluators and auditors.
- Follow-up on the implementation of recommendations resulting from the evaluations; and
- Support Project Teams, when necessary, to ensure that project management responsibilities are
Effective team and CO operations

- Support in ensuring project functions are sufficiently resourced, develops, formulates and reviews/revises Job Description and Terms of Reference of programme/project positions,
- tracks and monitors recruitment processes ensuring timely actions in recruitment, participates in selection of project personnel;
- Support in management and filing of project documentation, ensure that UNDP corporate systems are kept updated and that relevant documents are accessible through the UNDP public website, and internal filing system.

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

Results/Expected Outputs

- Support in developing new projects/initiatives of UNDP Thailand.
- Support in successful execution of Harmonized Approach to Cash Transfers Assurance Activities and Project Monitoring Visits
- Support in providing logistic and administrative support for programme and projects under UNDP Thailand
- Support in successful preparation of budget and other required documents for new pipeline projects
- Support in successful set up new project in ATLAS and approval process
- Support in recruiting staff for new projects of UNDP Thailand

- 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
Bachelor degree or equivalent

Education - Additional Comments

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
- At least a bachelor degree in Business or Public Administration, Economics, Political Science and Social Sciences would be desirable, but it is not a requirement.
- Specialized certification in Accounting and Finance in preferred.

Required experience
36 months

Experience Remark

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Development programme/project administration Mandatory

Area of Expertise Requirement
- Minimum 3 years of progressively responsible administrative or programme experience is required at the national or international level;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
- Experience in handling of web-based management systems.

Need Driving Licence
No

Competencies & Values
- Accountability
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

Conditions of Service:

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
Application Code: THAR000330-6288

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.

Watch this video for the specific steps you must follow to register on the UN Volunteers’ Global Talent Pool https://www.youtube.com/watch?v=VT5uJ_FolWU

This is a national UN Volunteer assignment, therefore only nationals of Thailand and legal residents in Thailand with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 27 February 2020

doa.apply_url

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

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.