UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000103–UNV Finance Specialist (for Spotlight Initiative)

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

| Country of Assignment       | Timor Leste |
| Host Institute              | United Nations Development Programme |
| Volunteer Category          | International Specialist |
| Number of Volunteer         | 1 |
| Duration                    | 12 months |
| Possibility of Extension    | Yes |
| Expected Starting Date      | 01-10-2020 |
| Duty Station                | Dili [TLS] |
| Assignment Place            | Family Duty Station |

Possibility of extension for up to 3 years depending on performance.

Living Conditions

Timor Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is located in the north.

Climate: The climate along the coast is relatively warm hot year-round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon
season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

Health: At the moment, Stamford clinic serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local warungs with less expensive meals. The price range for a meal can range from $3 to $20+.

Telecommunications: At the moment, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost $2-3 and pre-paid/pulsa cards range from $1 to $50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from $30 to $50 per night.

Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered ‘luxurious’ level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

Assignment Details

Organizational Context & Project Description

Over the past decade, Timor-Leste has emerged from a crisis and internal violence and political instability in 2006-2007, built a coalition government, held elections and increased tangible services for the population paving the road to a stable democracy. Thus, it has achieved hard-won political stability and built confidence in the state. UNDP in Timor-Leste has led the United Nations’ effort to develop and
consolidate democratic governance institutions, systems and processes to make them more inclusive and responsive since 2002. Since then, UNDP has been supporting government efforts to strengthening key governing institutions of oversight, accountability, local development, electoral support and rule of law. The Programme offers support to policy design and implementation as well as capacity development on national level, as well as to enable more effective service delivery on local level.

This UNV assignment is part of the Spotlight Initiative. To address the global challenges of VAWG, the European Union (EU) and the United Nations have embarked on a new multi-year programme - the EU-UN Spotlight Initiative. The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls.

The Spotlight Initiative in Timor-Leste will be implemented through five UN agencies (UN Women, UNFPA, UNDP, UNICEF, and ILO) with a focus on addressing intimate partner violence and domestic violence. The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste. This contributes to implementation of Timor-Leste’s National Action Plan on Gender Based Violence (2017-2021), with attention to holistic prevention and responses to violence against women and girls.

**Sustainable Development Goals** 5. Gender Equality

**Task description**

Under the guidance and direction of the Resident Coordinator Office and Heads of all RUNOs, the Finance specialist is responsible for overseeing the Spotlight Initiative programme resources management and providing operations management services through direct support and advice to the Spotlight Initiative team in the country.

The Finance Specialist will be under the formal supervision of UNDP Operations Manager or his/her designated mandated representative(s), while being coordinated through the Spotlight Initiative’s coordination mechanism. The Finance Specialist will work in close cooperation and coordination with the Spotlight Initiative team as well as with the Finance Officers of RUNOs and the UNDP country office.

The UN Volunteer Finance Specialist will advise and provide capacity building in the areas of:

- Operations management services to the Spotlight Initiative programme – 40%
- Programme resources management – 40%
- Capacity building and knowledge transfer to Spotlight Initiative staff and implementing partners – 20%

1. Provision of advisory services and capacity transfer in the implementation of the strategic management of operations in the Timor-Leste Spotlight Initiative, focusing on achievement of the following results:

   - Full compliance of operations with UN, UNDP, ILO, UNICEF, UN Women and UNFPA rules, regulations and policies, implementation of corporate operational strategies, establishment of
management targets and monitoring of achievement of results, and in alignment with the EU Spotlight Initiative regulations;

- Follow-up on established collaborate arrangements with partners, a client relationship management system for quality and efficiency purposes and appropriate operational partnership arrangements;
- Closely collaborating with Finance focal points of Spotlight Initiative RUNOs to ensure appropriate coordination on financial aspects;
- Closely liaising with colleagues from UNDP’s Global Shared Services Unit (GSSU) in Malaysia for all clustered finance related transactional services, CO business processes mapping and support implementation of internal Standard Operating Procedures (SOPs);
- Closely liaising with the Regional Bureau/HQs colleagues on the above issues as needed;
- Closely monitor management of Cost Recovery System and Common Services focusing on achieving the following results;
- Ensure effective cost recovery systems are in place for non-core funded projects;
- Support implementation of Direct Project Costs (DPC) in the Spotlight Initiative programme;
- Support the Spotlight Initiative team in producing a periodic programme resource report and analysis submitted to the Senior Management as and when necessary.

2. Provide advisory support and capacity transfer in supporting programme resources management focusing on achievement of the following results:

- Advise UNDP, ILO, UNICEF, UN Women and UNFPA on the specific EU financial guidelines related to the Spotlight Initiative;
- Elaboration of proper mechanisms to eliminate deficiencies in budget management;
- Quality control of programme requests/supporting documents submitted to GSSU;
- Review of the Accounts Receivables for Spotlight Initiative programme;
- Proactively monitor Finance Dashboard and take corrective action;

3. Support capacity building and knowledge transfer for Timor-Leste Spotlight Initiative staff and implementing partners in project operations including forecasting, monitoring of resources.

- Regular hands on and structured training programmes for Spotlight Initiative staff;
- Capacity building and guidance of implementing partners;
- Development of SOPs and checklists, as well as training materials as needed to fill the capacity gaps.

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**

As an active Spotlight Initiative team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP, UNICEF, UN Women, UNFPA, ILO and its beneficiaries in the accomplishment of her/his functions, including:

- Operations management
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with Spotlight Initiative staff and/or (non-) governmental counterparts, including Implementing Partners (IPs)

- 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**

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<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<td><strong>Education - Additional Comments</strong></td>
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<td>• Master's degree in business administration or equivalent;</td>
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<td>• Possession of UNDP Accountancy and Finance Test certificate would be an advantage;</td>
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<td><strong>Required experience</strong></td>
<td>36 months</td>
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<td><strong>Experience Remark</strong></td>
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<td>• At least 3 years of professional work experience at the national and/or international level in finance, accounting and audit, or other relevant programmes; experience with finance, economics and administration is an asset, as is experience working in the UN or other international development organization;</td>
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<td>• Experience in resource management or related functions;</td>
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<td>• Must have proven experience in capacity building or provision of training;</td>
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<td>• Must have excellent interpersonal skills, including demonstrable analytical, communication, coordination and teamwork skills; culturally and socially sensitive;</td>
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<td>• Excellent oral and written skills; excellent drafting, formulation, reporting skills;</td>
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<td>• Accuracy and professionalism in document production and editing;</td>
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<td>• 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;</td>
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- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.); advance knowledge of spreadsheet and database packages; and office technology equipment; experience in handling of web-based management systems, especially Atlas and ERP financials, preferably PeopleSoft;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have knowledge of or experience in gender equality and the elimination of violence against women and girls, volunteerism as a mechanism for durable development, and the UN System.

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

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

Area of Expertise Requirement
- Business administration,
- Advance knowledge of spreadsheet and database packages; and office technology equipment; experience in handling of web-based management systems, especially Atlas and ERP financials, preferably PeopleSoft;
- Possession of UNDP Accountancy and Finance Test certificate would be an advantage;
- Experience with finance, economics and administration is an asset, as is experience working in the UN.

Need Driving Licence
- No

Competencies & Values
- Accountability
- Integrity
- 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 for International Specialist:

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$ 1,631. 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

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.

Application Code TLSR000103-5633

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](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:** 10 November 2019

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**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.