General Information

Country of Assignment | Yemen
Host Institute | United Nations Development Programme
Volunteer Category | National Specialist
Number of Volunteer | 1
Duration | 6 months
Possibility of Extension | Yes
Expected Starting Date | 01-04-2021
Duty Station | Aden [YEM]
Assignment Place | Non-Family Duty station
Assignment Place Remark

Living Conditions
As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan

Assignment Details

Assignment Title | Project Administrative Assistant

Organizational Context & Project Description

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.
Consistent with the United Nations Development Programme (UNDP) strategy for assistance to the mine action sector in Yemen, one of the primary goals of the UN is to ensure the most efficient and effective response to the impact of landmines, unexploded ordnance (UXO) and other explosive remnants of war (ERW, including cluster-munitions). According to the UN Policy on Mine Action and Effective Coordination, the primary responsibility for addressing the threats faced by the population from contamination remains with the affected state. To promote national ownership, responsibility, leadership and effective coordination, the UNDP is mandated by the General Assembly to assist the national authorities in their efforts to review and strengthen existing coordination mechanisms and further develop a national mine action programme.

Yemen has suffered numerous conflicts since the Second World War, each conflict leaving its own ERW legacy. The current conflict since 2015 in Yemen has become a forgotten war along with the forgotten crises in its wake. Current belligerents are the Government and the Revolutionary Council and in the voids of governance while the fighting continues, numerous insurgents have increased their footprint. The population are caught in the middle and the human suffering across the country is staggering with widespread hunger, lack of medical support, spread of disease and a general collapse of the economy.

As a result, UNDP has developed the multi-faceted Yemen Resilience Programme of which national support to the mine action sector is one pillar. The major counter-parts for UNDP are the NMAC (National Mine Action Centre) and YEMAC (Yemeni Executive Mine Action Centre). The former is responsible for policy and direction and the latter for the implementation and co-ordination of mine action activities in country.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of Operations officer or his/her designated mandated representative(s), the UNV Project Administrative Assistant will:

- Provide financial services including:
  1. Support to implementation of Project components:
     - Provide assistance with reports on the overall direction and integrity of the project by liaising with the Project’s Planning and Monitoring Specialist;
     - Support the recruitment/contracting processes necessary for the implementation of the project/sector activities;
     - Draft routine financial and administrative reports.
  2. Provide effective administrative and logistics support to the project in compliance with UNDP rules and regulations policies and strategies:
     - Provide administrative support to organisation of field visits, missions and conferences and other logistics arrangements, as required by the project activities;
     - Assists in preparation of related administrative background materials for discussions, correspondence and briefing sessions;
     - Arrange travel and hotel reservations, obtains necessary travel authorisations/visas as required;
     - Organise meetings, takes notes and follow up on the minutes;
     - Provides translation and interpretation as required for project activities;
     - Maintains contacts with stakeholders;
     - Maintains project files;
     - Monitors fuel usage and ensure regular and timely fuel resupply;
     - Responsible for the correct and timely data entry of incentives for partners;
     - Supporting locally based procurement processes;
     - Responsible for ensuring project consumables are resupplied in a timely manner, as well a monitoring their use.

- Business Process Quality Assurance

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Facilitate the business processes of the project, ensuring they are in line with the UNDP rules and regulations, policies and internal control framework;

Support the Project Team in the procurement process including preparation of RFPs, TORs, receipts of quotations, bids for proposal and their preliminary evaluation;

Support the management of physical assets disposal/transfer; follow up on request and maintenance for disposal/transfer action and enter records in the asset control database (system) ensuring inventory records are up to date and accurate;

Maintain an up-to-date list of inventory of the project and support annual physical verification by checking the accuracy of records and location of property;

Help prepare information for evaluations or audit purposes;

Ensure timely submission of monthly leave reports and attendance record cards.

4. Facilitation of knowledge building and knowledge sharing within the project:

Participate in the trainings for the operations/projects staff on administrative and financial procedures;

Provide training to project staff on the administrative and financial procedures;

Train the office/project staff engaged in the conduct of physical inventory;

Contribute to the project’s knowledge management and learning agenda.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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 self-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 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:
  - Perform tasks in an efficient manner.
  - Workshops/meetings are well organized.
  - Turnaround time and accuracy of general administration and financial services.
  - 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
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)
Qualifications/Requirements

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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**Education - Additional Comments**

**Required experience** 24 months

**Experience Remark**

Two years of relevant project experience (for candidates with bachelor’s degree) or five years (for candidates with secondary education) is required at the national in the following fields:

- Providing project support and/or coordination of activities with NGOs, UN agencies and/or other donor or international organisations;
- Preparation of budgets, work-plans and implementation plans;
- Preparation of solicitation documentation;
- Experience in the use 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. Knowledge of PeopleSoft system would be an asset.
- Demonstrable ability of innovation, taking ownership of an entire task’s cycle with the capability of getting closure on complex issues.

**Language**

- English (Mandatory), Level - Fluent
- AND - Arabic (Mandatory), Level - Fluent

**Area of Expertise**

- Other development programme/project experience Optional

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
Conditions of Service and other information

Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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 repatriation (if applicable) and resettlement allowance for satisfactory service.
Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

**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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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**

YEMR000392-9066

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

**Application deadline:** 29-03-2021

*doa.apply_url*  
https://vmam.unv.org//candidate/show-doa/WUVNUjAwMDM5Mg==

**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.*