UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBO000123—Finance Assistant

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>Zambia</th>
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<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</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>Lusaka [ZMB]</td>
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<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Lusaka became the capital city of Zambia in May 1935. Lusaka’s central position in Zambia and its extremely pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and half million (2.5M) inhabitants of many different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organisations, industrial and commercial entities have set base. Its political, social, economic and cultural significance has also increased through the years. Lusaka has all amenities in place that would make a visitors stay comfortable. For more info, visit: http://www.zambiatourism.com

Assignment Details
The United Nations Population Fund in Zambia is currently implementing the Eighth Country Programme guided by analytical studies and assessments, and benefited from multisectoral consultations with the Government, civil society organizations, academia, the private sector, young people and United Nations organizations. It is aligned with the revised sixth national development plan, Vision 2030, the United Nations Sustainable Development Partnership Framework, 2016–2021, and the UNFPA Strategic Plan, 2014–2017. The programme is results-focused and builds on the experiences of a targeted geographic focus. It supports national-level policies, programme design and nationwide interventions, while providing targeted support to marginalized population groups, and underserved districts in six provinces to ensure continuity and significant programme coverage. The programme’s priority areas are maternal health, family planning, HIV Prevention, Adolescent and youth development, data for development and population dynamics. The programme strategies include capacity development, knowledge management, policy dialogue and advocacy, and service delivery.

The Finance Assistant is located in the Country Office (CO) and reports to the Operations Manager/Operations Specialist. The Finance Assistant delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA - supported projects. The Finance Assistant may supervise administrative and clerical staff at the CO. Internal contacts include the Operations Manager/Operations Specialist, the CO’s administrative management team, and the CO’s programme/technical team.

**Sustainable Development Goals** 3. Good Health and Well-being

**Task description**

Under the direct guidance and supervision of the Administration and Finance Associate, the UN Volunteer, will undertake the following tasks:

- Assist in monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detect potential over/under expenditure problems and propose remedial action;
- Assist to develop tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinate compilation of financial data and provide accurate and up-dated financial information to Head Quarters (HQ) /Regional Office (RO) /Sub-Regional Office (SRO) on a continuous basis;
- Assist interpret financial policies and procedures and provide guidance and training to staff and project managers;
- Assist in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Country Office;
- Assist in maintaining an effective financial recording and reporting system, in internal control and
audit follow-up, and in processing financial transactions in an accurate and timely way;
• Track business and travel advances;
• Assist to review and monitor charges for common services and cost recovery taking into account maximum cost efficiency and represent UNFPA’s interests in related negotiations and agreements.

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

- Reconciled balance sheet accounts on a regular basis;
- Management of relationships with internal and external clients;
- Maintained up to date files for all finance documents.

- 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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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>• First level university degree in accounting desirable.</td>
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<td>Required experience</td>
<td>24 months</td>
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<td>Experience Remark</td>
<td>• 2 years of relevant experience in administration, finance or office management.</td>
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<tr>
<td>Language Skills</td>
<td>• English (Mandatory), Level - Fluent</td>
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
• Finance, accounting and audit Mandatory
Area of Expertise Requirement
• Proficiency in current office software applications and corporate IT financial systems.

Need Driving Licence No

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 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

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 ZMBR000123-4804

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: 30 June 2019
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.