

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZWER000125--UNV Internal Control Specialist

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	Zimbabwe
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 31-10-2021
Expected Starting Date	Immediate
Duty Station	Harare [ZWE]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Harare is the capital of Zimbabwe. It is the seat of Government, the industrial hub and commercial centre for Zimbabwe. Harare is a cosmopolitan town full of culture and history. It has over a million residents and a large UN agency presence. It has a range of dining and entertainment facilities and is directly connected by air to Kenya, South Africa, Zambia and other neighboring countries as well as being served by Emirates airlines. Zimbabwe has one of the most favorable climates in the world with beautiful vegetation. Harare overflows with lush gardens. Victoria Falls, one of the world's biggest and most spectacular waterfalls, is in the country's northwest. The country has numerous beautiful nature sites and is famous for its many game reserves within easy commuting distance.

The Security Level in Harare is classified as Low (Level 2) as per the UN security management system in Zimbabwe. There are no major security challenges to UN operations in Harare. However, individuals must be on the alert as crime, mainly robberies, house break-ins and smash & grab thefts from motor vehicles at traffic lights and road accidents are some of the increasing risks to the UN in Zimbabwe.

Different types of long-term accommodation are available in Harare. House rentals and prices differ depending on size and location.

You should always check with the UNDSS Security Advisor on recommended areas. Ensure that the property has a prolific borehole with a water tank in place and solar energy as back up since electricity can be a challenge.

There is an online classifieds website and various reliable estate agencies one can contact to assist with house to rent searches. A list will be provided in the Welcome Pack that is shared with new staff. Depending on your family size and need, it is possible to rent furnished and unfurnished houses, townhouses or apartments.

Assignment Details

Assignment Title UNV Internal Control Specialist

Organizational Context & Project Description

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF believes that all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments. UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Deputy Representative – Operations or his/her designated mandated representative(s), and in close collaboration with all Operations and Programme sections, the UN Volunteer Internal Control Specialist will undertake the following tasks:

Process simplification:

- Conduct process audits and identify areas for simplification;
- In collaboration with key process owners and users,
 - Conduct 'as is' (value stream) mapping of major transaction processes to identify opportunities for reducing unnecessary steps, and digitalizing where appropriate;
 - Define revised 'to be' processes, ensuring effective alignment with policy and appropriate risk management, while streamlining process efficiency;
- Support the implementation of transaction and process tracking tools to be able to report on processing timeliness, to enable analysis of processing bottlenecks and to present data on improvements;
- Work with ICT to establish dashboards to capture efficiency data for major transaction flows;
- Review other processes with process owners to identify and implement improvements as appropriate;
- Act as Secretariat to the Simplification Task Force.

Standard Operating Procedure (SOP) documentation:

- Based on outcome of reviews, prepare updated clear and concise process documentation, including one-page summaries, workflows, checklists and standard templates as appropriate for the process (using the most appropriate visual tools - Visio, flow charts etc);
- Design easy to access SOP library in Sharepoint, and guide staff on how to access;
- Conduct orientations on new processes as appropriate, with support of process owners.

Support to Risk Management:

- Support the coordination of Risk Management efforts in the country office and provide Management with inputs on planning to address identified risks;
- Assess the effectiveness of risk management and control processes of the country office and its compliance with the

organizational policies and procedures. Formulate pragmatic recommendations and secure the agreement of Management to mitigate the identified risks.

- Monitor and assess adequacy of actions taken to ensure the risks are mitigated and managed effectively, with a focus on tracking trends

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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:
 - Process simplification action plan and monthly reports on status;
 - Process tracking systems and periodic reports of improvements and identification of continuing bottlenecks
 - Up to date SOP Library and orientations on key processes;
- 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 Master degree or equivalent

Education - Additional Comments

- Masters of Business Administration, audit, risk management or similar field; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

Required experience 60 months

Experience Remark

5 years' professional work experience at the national or international level in business administration, risk management, internal audit or similar.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Optional
- Monitoring and evaluation Optional
- Development programme/project administration Optional

Area of Expertise Requirement

The incumbent must be a dynamic, multi-functional person, who supports UNICEF with professionalism, dedication and client orientation, and who must be willing both to work on programmatic/substantive aspects and to provide operational/logistical services. The following qualifications are required:

- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members and authorities at different levels;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent ability to quickly grasp and synthesize inputs;
- 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;
- **Desirable:** experience with project development and management, monitoring and evaluation, human rights-based approaches, capacity development approaches, are all assets;

Need Driving Licence No

Competencies & Values

- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Planning and Organizing
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

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

ZWER000125-7769

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 for to which you would like to apply.

Application deadline: **30-09-2020**

doa.apply_url<https://vmam.unv.org/candidate/show-doa/WldFUjAwMDEyNQ==>**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.