

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT**GNBR000051--Administrative and 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

Country of Assignment	Guinea Bissau
Host Institute	United Nations Population Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Bissau [GNB]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Capital: Bissau; Population of Guinea-Bissau: 1.449.230 (45 % Muslims and 10% Catholic, 45% other), according to 2009 Population and Housing census.

Climate: Bissau approx. 25°-30°; Rainy season from June to October

Health: The health sector is very precarious. The United Nations have their own health center for basic health care services.

Language: Official language: Portuguese; Spoken language: Creole; Working language at the United Nations: French and English.

Electricity and Communications: Some areas of Bissau have electricity nearly 24 hours per day, others depend on generators. There are several internet cafes in Bissau.

The country code is 245. MTN and Orange are the mobile phone companies in the country.

Security: Although there is a certain political instability, the day to day life is calm. Neither the International Community nor the population of Guinea-Bissau is not affected by the political instability. The UN staff members are equipped with Codan Radios (VHF) for communication with other UN staff members and UN Security Department

Assignment Details

Assignment Title Administrative and Finance Assistant

Organizational Context & Project Description

The PBF IRF on women and youth is a joint project funded by Peacebuilding Fund and hosted by UNFPA, UNWOMEN and WFP.

The project aims at empowering women and youth to engage in the political life of the country to consolidate peace and socioeconomic development. It provides a conduit to political power for social change makers.

Implementing partners will be: UNIOGBIS; Gore Institute; Ministry of Education -INDE, Adult Literacy Section and National Institute of Studies and Research INEP; National Statistics Institute; National Election Commission; CSOs: Associação das Mulheres de Atividade Económica (AMAE); AD, COAJOC; ECAS-D; Guiarroz; KAFO; Tiniguena.

The project will cover 14 urban centers in Guinea-Bissau, including Bissau.

The total duration estimated for the project is 18 months, with the proposed project start date in January 2018 and end date in June 2019.

Sustainable Development Goals	16. Peace, Justice and Strong Institutions UNV Focus Area	Task description
Peace building		Under the direct supervision of the project coordinator and senior management the national UN Volunteer will undertake the following tasks:

A. Supports implementation of project activities for the all project including annual and multi-year work plan focusing on achievement of the following results:

- Collection, analysis and presentation of project admin information for preparation of project reports and effective application of RBM tools

- Organization of background information for formulation of, draft project documents, work plans, budgets, proposals on implementation arrangements

B. Provides effective administrative support to the project focusing on the achievement of the following results:

- Creation of required project entries in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project
- Provision of guidance to the implementing partners and the national counterpart in Guinea Bissau on routine implementation of projects
- Presentation of information for audit, supports implementation of audit recommendations

C. Provides finance support to the Project, focusing on the following:

- Raise requisitions and making budget check for requisitions, POs and vouchers
- Maintain the internal expenditures control system to ensure that vouchers processed are matched and completed
- Ensure all transactions in the project are correctly recorded
- Create requisitions in Atlas for the project as necessary, register of goods receipt in Atlas
- Providing administrative support/travel arrangements for Regional Team lead as well as project coordinators
- Provide timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers
- Support the organization and coordination of key statutory and project meetings

D. Supports resource mobilization focusing on achievement of the following results:

- Analysis of information on donors, preparation of donor's profile
- Track and serve as reporting monitor for the project progress and financial reports to all donors
- Report on additional resources mobilized by the project in the course of implementation
- Review contributions agreement, managing contributions in Atlas

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

- Administrative and financial support is provided;
- UNFPA and PBF procedures are followed;
- The equipment, materials and supplies are available well managed;
- The books of accounts of the project are prepared and available in time;
- The archives of the project are available and accessible;
- The meeting reports are available and accessible;
- A report on results for volunteerism for peace and development for the assignment, as for example participation in the activities and the contribution to the development of capabilities.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- The Age, Gender and Diversity (AGD) approach is applied in all aspects of his/her protection and solutions work on behalf of persons of concern.
- Support is provided to establishing community activities which address the social, cultural and livelihood needs of population of concern.
- Support and advice provided to host community in the protection of persons of concern.

Creation and management of data base of people of concern with special need assisted

by the office.

- 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 Secondary education

Education - Additional Comments

Secondary Education with specialized certification in Accounting and Finance.

University Degree in Accounting, Business and Administration desirable.

Required experience 24 months

Experience Remark

2 years of progressively responsible admin/finance experience is desirable.



Experience in the usage of computers and office software packages (MS Word, Excel, and Power Point) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials, preferably PeopleSoft.

Knowledge of UNDP, EU and ECOWAS procedures is an advantage.

Language Skills

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

Area of Expertise

- Finance, accounting and audit Mandatory
- Administration and administrative assistance Optional

Area of Expertise Requirement

Need Driving Licence

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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:

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 GNBRO00051-3146

Application procedure

If you have not yet registered in the UNV Global Talent Pool, please apply by registering your profile at <https://vmam.unv.org/candidate/signup>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

If you are already registered in the UNV database, please update your profile at <https://vmam.unv.org/> Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

This is a National UNV assignment. Only Nationals from Guinea Bissau are eligible to apply.

Application deadline: 04-09-2018

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.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are **inspiration in action**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).