DESCRIPTION OF ASSIGNMENT

**Preamble:**

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.

1. **Assignment title:** Finance Officer

[Note: The below DoA can be adapted for a finance support role (e.g. Finance Assistant) by adjusting required experience to 2 years and modifying tasks to indicate “support to…” the functions managed by the Finance Officer]

1. **Host entity:** United Nations Development Programme
2. **Volunteer category:** International UN Volunteer
3. **Duty station, country:** Insert duty station, country
4. **Number of UN Volunteers:** Enter number of volunteers
5. **Duration (in months):       or expected contract end date:**
6. **Possibility of extension\*:** Choose an item:

\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

1. **Assignment family status:** Choose an item:
2. **Expected start date:** Enter expected start date
3. **Organizational context and brief project description:**

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. It is on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The [UNDP HIV, Health & Development Strategy 2016-2021: Connecting the Dots](https://www.undp.org/content/undp/en/home/librarypage/hiv-aids/hiv--health-and-development-strategy-2016-2021.html) outlines its unique contribution to the global health response through its work to reduce inequalities and social exclusion that drive HIV and poor health, promote effective and inclusive governance for health, and build resilient and sustainable systems for health.

[Provide brief description of the project under which the UN Volunteer is assigned, including relevant stakeholders, outcomes etc. and/or include web link. Example text included below.]

UNDP partners with the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) to support national responses to the three diseases and strengthen systems for health. In [insert country], UNDP is the Principal Recipient (PR) of the [insert grant component (i.e. HIV/TB/Malaria/resilient and sustainable systems for health)] Global Fund grant. The objective is to ensure access to quality health services for all and enable all those living or affected by the diseases to live healthy, productive lives. The partnership leverages UNDP’s mandate to strengthen institutions to deliver universal access to basic services, including through rebuilding resilient health services in crisis and post-crisis settings.

UNDP is requested to serve as PR on an interim basis in countries facing a wide variety of special challenges, including serious capacity constraints, post-crisis or complex emergencies, weak governance and accountability, grant implementation difficulties and financial irregularities, or other exceptional circumstances that prevent a national entity from acting as PR. UNDP‘s management role consists of implementing grants, ensuring robust monitoring and evaluation, promoting financial accountability and risk management, and training national and international counterparts on programme and financial management. Capacity development as well as policy and technical support are core components of all grant management activities in order to strengthen systems for health and access to services, in view of facilitating the gradual transfer of the PR role to national entities when circumstances permit. Central to this work is strengthening partnerships between the ministry of health, other government agencies, affected communities, development partners and UN agencies to ensure more effective and inclusive governance of the response against the three diseases.

For the implementation of the Global Fund programme, UNDP [insert country] has established a Programme Management Unit (PMU) that coordinates the implementation of the grant and provides general guidance of Global Fund and UNDP rules and procedures to all Sub-recipients (SRs) participating in the implementation of the projects. The PMU also ensures coordination with other initiatives funded by the Global Fund and other health programmes.

This UNV assignment is based in the UNDP PMU. Under the guidance and direct supervision of the Programme Manager, the Finance Officer provides leadership in execution of financial services in the UNDP-managed Global Fund programmes, ensuring effective and transparent utilization of financial resources and integrity of financial services. The Finance Officer promotes a client-oriented approach consistent with UNDP rules and regulations and the grant agreement with the Global Fund.

The Finance Officer works in close collaboration with the operations, programme and project teams in the PMU and UNDP Country Office staff to resolve complex financial management and operational-related issues, information delivery, and in building the financial capacity of the team.

1. **Sustainable Development Goals:** Choose an SDG.

**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.

1. **Description of tasks**

*The below tasks are noted as potential support UN Volunteers could provide. You are encouraged to adapt them to your country or programme context.*

Within the delegated authority and under the supervision of Insert function or his/her designated mandated representative(s), the UN Volunteer Finance Officer will:

1. **Ensure effective and accurate financial resources management and oversight, including through the following tasks:**

* Manage and provide financial analyses and oversight for all resources managed by UNDP under the Global Fund programme(s), ensuring full compliance with UNDP and Global Fund rules, regulations, policies, and strategies;
* Advise the Programme Manager, Operations Manager and other UNDP staff on financial matters;
* Prepare cost estimates for different activities according to the needs of programme management;
* Monitor the financial performance of programme activities;
* Coordinate annual audits of the Principle Recipient (PR) and Sub-recipients (SRs) as required by UNDP and the Global Fund, and ensure that external auditors have all relevant information;

1. **Manage the programme budget and ensure proper cash management functioning, including through the following tasks:**

* Prepare and monitor the project’s budgets in UNDP’s enterprise resource planning system (Atlas) and prepare budget revision in Atlas if necessary;
* Organise and oversee project cash management processes, SR relationships, and accounting and reconciliation of all transactions and security for cash assets on site;
* Ensure that Global Fund contributions are properly transferred to UNDP;
* Follow up with the Global Fund on disbursement of funds to SRs and facilitate timely review of cash position to ensure sufficient funds on hand for disbursements;
* Ensure that advance payments and direct payments are properly reviewed and recorded in a timely manner into Atlas;
* Take corrective actions on unposted vouchers or other financial transaction issues;

1. **Ensure effective information management and reporting, including through the following tasks:**

* Prepare regular analysis and reporting on the Global Fund and Country Office budget approvals, including on the delivery of programme activities;
* Support the preparation of annual project workplans, SR agreements, and SR budgets;
* Prepare forecasts necessary to support disbursements requests to the Global Fund;
* Conduct verification and posting of SR disbursement requests, expenditure reports, and supporting documentation;
* Submit timely and accurate required financial reports to the Local Fund Agent (LFA), the Global Fund and other donors, as relevant;
* Maintain information flows between non-finance actors to effectively link programmatic results to work plan expenditure and budgets agreed with the Global Fund;
* Respond to HQ requests to resolve financial data issues or to provide information required;

1. **Ensure proper financial controls and risk management mechanisms, including through the following tasks:**

* Develop and support the PMU to maintain risk management and mitigation approaches relating to finance;
* Design and implement effective internal controls and financial resources management system;
* Map, establish and maintain standard operating procedures in the project finance unit, implementing improvements where possible;
* Conduct training and other capacity development activities on financial management for personnel in the UNDP PMU, SR(s) and the national PR, as required;
* [Insert additional tasks as necessary given local context];

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.

1. **Results/expected outputs**

[Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables]

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:

* Financial analysis, reporting and forecasting are timely, accurate and follow UNDP and Global Fund guidelines;
* Financial procedures comply with UNDP rules, policies and strategies;
* Operational strategies and procedures are implemented;
* Projects’ budgets are managed transparently and effectively;
* Financial transactions, vouchers and entitlements are processed in line with internal control systems;
* Effective controls are in place for Global Fund project cash management, with close monitoring of SRs and other implementing partners;
* Financial knowledge and capacity in the PMU and among UNDP partners is developed;
* Finance business processes are mapped and adopted by the project finance unit;
* 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.

1. **Qualifications/requirements**

Required Degree Level**:** Master's degree

Required Experience:5years

1. Qualifications, skills, experience [the below is indicative; to be adapted by the host entity]:
   * + Advanced higher degree (Master’s or equivalent) in finance, business administration, public administration, economics or a related field. A first-level university degree in combination with an additional two-years of qualifying experience may be accepted in lieu of the advanced university degree;
     + At least 5 years of relevant professional work experience at the national and/or international level in financial management;
     + Previous experience with UNDP and/or financial management of Global Fund grants is an asset;

* Experience in the usage of computers and office software packages (Microsoft Word, Excel, etc.), advanced knowledge of spreadsheet and database packages, and experience in handling of web-based management systems, preferably PeopleSoft and Atlas.
  + - [Other desired/mandatory required technical knowledge]
* Ability to work inclusively and collaboratively with a range of partners, including civil society and authorities at different levels;
* 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;
* **Driving license required:** No

b) Competencies and values: [Edit as required]:

* Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
* Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
* Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
* Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

c) Language skills

Choose an item. spoken and written [language(s)] is required;

Choose an item. [other language(s)] is an advantage;

1. **Living Conditions**

[Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, cultural awareness such as dress code / alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc.]

If duty station is a challenging operating environment, end with encouraging but cautioning statement such as “XXX is a unique country and XXX is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

1. **Conditions of Service**

The initial contract is issued upon arrival for the period indicated above. The contract can be extended depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no expectancy of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA), which is composed of a 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 calculated using by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate 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 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](http://icsc.un.org/).

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.

**Description of Assignment prepared by the Project Manager/UN Entity:**

[Name, functional title, Host Agency, location, date]

**Description of Assignment approved by UNV Country Office Team/Support Office:**

[Name, functional title, Host Agency, location, date]

*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, age and culture.*