

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000612--Administrative Associate

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

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<b>Country of Assignment</b>	Mozambique
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Maputo [MOZ]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Living Conditions</b>	

Mozambique has a total population of about 29 million people and is located on the southeast coast of Africa. To the East, is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west is Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February, when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. Basic health facilities and food are available everywhere. The security situation is reliable, but some precaution is needed at the same time. Communication and transport services are available at various costs. Regarding accommodation and food,

houses and apartments can be rented from US\$ 600 to US\$ 1,000 per month and meals at the restaurant cost between US\$ 10 and US\$ 30. Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travelers and must be obtained from Mozambican Embassy prior to travelling. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 58 meticals (MZM) as per August 2018. Commercial banks are operational in the country and Visa cards are accepted in very limited hotels. Maputo is categorized as a family duty station offering a variety of different accommodation options. It has a vibrant international community whilst also providing excellent opportunities to work in a national, Mozambican context.

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

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**Assignment Title** Administrative Associate

### Organizational Context & Project Description

UNFPA plays a key role in the area of sexual and reproductive health (SRH) and gender in Mozambique. UNFPA has a strong experience in supporting the government at national and sub-national levels as well as national and international organizations/associations. Through the various interventions, and in alignment of the National Health Strategic Plan, UNFPA's support is critical in enabling environments for human rights-based family planning as an integral part of sexual and reproductive health and rights; Improving availability and reliable supply of quality contraceptives; improving availability of good quality, human rights-based, SRH and HIV services.

UNFPA's interventions are supported from a various sources of funding and it is focused at central level and four priority provinces, namely: Cabo Delgado, Nampula, Zambezia and Sofala. In these provinces, there are a number of on-going projects and initiatives. Women and adolescents are target population of the supported interventions.

The UNFPA Country Office works in partnership with several implementing partners (IPs) from Government, academia and NGOs. Its staffing is organized into two complementary units: Programme and Operations. The Operations Unit ensures the smooth operation and delivery of programme's interventions. The assigned International UNV will be working within the Operations Unit supporting (a) programme staff and (b) implementing partners in the areas of procurement management and operations

This UNV assignment is part of UNFPA's programme in Mozambique

**Sustainable Development Goals** 17. Partnerships For the Goals  
**Task description**

Within the delegated authority and under the supervision of the Procurement Analyst or his/her

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designated mandated representative(s), the UNV Administrative Associate (asset management) will perform the following tasks:

### 1. Operational strategies

- Supports full compliance of administrative management and inventory ensuring that proper asset management is performed in adherence to UN/UNFPA rules, regulations, policies and strategies and that inventory procedures are complied with at all CO units.
- Provision of inputs to the CO administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).

### 2. Asset administration

- Assist - in setting up assets management procedures in the Country Office.
- Receiving, inspecting and verification of all incoming equipment, furniture and supplies and scheduling deliveries to users.
- Tagging all furniture/equipment upon receipt from the supplier. Update non-expendable property inventory record and track movement of furniture piece.
- Entry in corporate financial system (called ATLAS) of all the requisite asset management information
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- Support to the management on physical assets disposal. Review of assets and recommendation of physical assets for disposal. Documentation preparation for submission to Contracts, Assets Review Committee; follow up on request and liaise with requesting unit and maintenance for disposal action and entry in Atlas of all the requisite details for recording disposals. Oversight of disposal of items and accuracy of inventory data.
- Assist in the reconstruction of annual physical inventory verification exercise to ensure accuracy of records and location of property. Ensure that managers sign off on the physical count and correctness of the inventory system database.
- Preparation, certification and timely submission of inventory reports
- Support the identification of problem areas in the inventory system, input and conversion of data entered into the system and maintenance of the system and corrective actions taken to ensure reliability of information retrieved from the system.

### 3. Implementation of sourcing strategy and e-procurement tools

- Supports the development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- Supports the management of e-procurement module.
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- Assists in the raising and follow up of requisitions, purchase orders and in the timely processing of payments to vendors
- Maintains an office filing system and assist in archiving
- Provides hospitality/catering/logistical/administrative support and follow-up for meetings/conferences

- Provides logistical and administrative support and follow-up for all UNFPA events.
- Contributes to the smooth running of the office by ensuring timely provision and maintenance of services and office supplies
- Verifies receipt of goods and services, ensuring specification, condition and quantities of goods are correct and paperwork is complete and properly filed
- Ensures the checking and timely collection of procured goods by programme staff; and puts measures into place to ensure that this happens
- Assist when required during inventory inspections

#### 4. Knowledge building and knowledge sharing

- Organization of trainings for the operations/ projects staff on Procurement.
- Synthesis of lessons learnt and best practices in Procurement.
- Sound contributions to knowledge networks and communities of practice

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 UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- Full compliance of procurement activities with UN/UNFPA rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system s.
- Analysis of requirements and synthesis of proposals for cost saving and reduction strategies.
- Synthesis of proposals and implementation of contract strategy in the CO including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment.
- Implementation of the strategic procurement in the CO including: methods of sourcing, supplier selection, assessment of suppliers.
- 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) 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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**Required Degree Level**                      Technical/Vocational diploma

**Education - Additional Comments**

Secondary Education with specialized certification in Accounting, Finance, or other Administrative related field

University Degree in Finance, Business or Public Administration desirable, but it is not a requirement.

Fluency in Portuguese and working knowledge of English (desirable)

**Required experience**                      24 months

**Experience Remark**

2 years of relevant experience at the national or international level in procurement management. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems.

Ability to work with Minimal Supervision and with good sense of initiative to keep the supervisor regularly informed of progress

**Language Skills**

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

**Area of Expertise**

- Inventory, asset and warehouse management Mandatory

**Area of Expertise Requirement**

**Need Driving Licence**                      No

## Conditions of Service and other information

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

**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** MOZR000612-3711

### **Application procedure**

If you have not yet registered in the UNV 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. If you are

registered in the UNV database, please update your profile at

<https://vmam.unv.org/candidate/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.

**Application deadline: 20-01-2019**

### **Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals.

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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.