

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MARR000079--Procurement & Administrative 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	Morocco
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-07-2019
Duty Station	Rabat [MAR]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Morocco is a Middle-Income Country with a population of 35.3 million. Illiteracy (some 30%), poverty (some 4.8% of the population), unemployment (10 – 15 %), life expectancy at birth (70 %), and infant mortality (4 %) remain among the major problems which contribute to Morocco's relatively low ranking on the UN Human Development Index. However, since the last decade, the country has undergone political, institutional and demographic transitions.

The country is in security phase I following the increase of the terrorist threat including against the UN.

The climate in Rabat and coastal areas is mild with hot summers and wet and rainy short winters.

Accommodation (apartments, studios, villas) is available at reasonable charges.

Public transportation, including the train system (which has a good safety record) is inexpensive and connects all the major centres in the country. Taxis are in abundance in large cities such as Casablanca and Rabat.

Many hospitals and private clinics of international standards (at least 9), offering all services are available at the duty station, in Rabat, and several of these have agreements with the UN insurance company CIGNA based in Belgium. Likewise, other para-medical services, and pharmacies open 24h are available in Rabat.

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Assignment Details

Assignment Title Procurement & Administrative Assistant

Organizational Context & Project Description

Under the guidance and supervision of the Procurement & Administrative Associate, the Procurement & Administrative Assistant provides support to office operations performing a variety of standard administrative and procurement processes ensuring high quality and accuracy of work. The Procurement & Administrative Assistant promotes a client, quality and results-oriented approach.

The Procurement & Administrative Assistant works in close collaboration with the Operations, Programme and projects staff in the CO and other UN agencies staff to exchange information and ensure consistent service delivery.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the direct supervision of the Procurement & Administrative Associate, the National UN Volunteer will undertake the following tasks:

1. Implementation of operational strategies
2. Ensures **effective and efficient functioning** of the Operations unit:
 - Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes;
 - Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions;
 - Translation of simple correspondences, when needed.
3. Ensures **effective administrative and logistical support**
 - Organization of shipments, customs clearance arrangements, preparation of documents for UNDP shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions;
 - Performance of a Buyer role in Atlas and preparation of POs for travel activities;
 - Support to organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation. Preparation of POs;
 - Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents;
 - Administrative support to conferences, workshops, retreats;
 - Collection of information for DSA, travel agencies and other administrative surveys, support to

organization of common services;

- Arrangement of vehicle transportation, regular vehicle maintenance and insurance;
- Checking and recording of vehicle daily log and gas consumption, update and maintenance of vehicle history report;
- Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- Maintenance of the filing system ensuring safekeeping of confidential materials;
- Extraction of data from various sources;
- Research and retrieval of statistical data from internal and external sources; preparation of statistical charts, tables and reports;
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to head of unit;
- Assistance in the preparation of budget, provision of information for audit.

4. Support **knowledge building and knowledge sharing in the Country Office** , focusing on achievement of the following results:

- Participation in the training for the operations/projects staff on administration;
- 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

- Ensures **implementation of operational strategies**, focusing on achievement of the following results:
 - Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies.
 - Provision of inputs to the CO administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).
 - Provision of inputs to preparation of administrative team results-oriented workplans.
- **Effective and efficient functioning** of the Operations Unit;
- **Effective administrative and logistical support**;
- **knowledge building and knowledge sharing in the Country Office** observed and supported.

• 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

Certification in administration desirable.

Required experience 60 months

Experience Remark

- 5 years of relevant experience in administration or programme support service.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in handling of web-based management systems.

Language Skills

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

Area of Expertise

- Administration and administrative assistance Mandatory
- Procurement and contracting Mandatory
- Other finance, economics and administration related experience Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values

- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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

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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 MARR000079-4651

Application procedure

***Not yet registered in the UNV Talent Pool?**

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?**

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: 19 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.

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