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          South Sudan
Host Institute                  United Nations Development Programme
Volunteer Category              National Specialist
Number of Volunteer             1
Duration                        12 Months
Duty Station                    Juba
Assignment Place                Non-Family Duty station

Assignment Place Remark

This is a Non-Family Duty Station however National Volunteer families are recognized.

To be considered for these positions, kindly register in the UN Volunteers National Talent Pool.

How to Register:

1. Site: [https://vmam.unv.org/](https://vmam.unv.org/)
2. Click on Candidate Signup
3. Register with UNV database by entering basic personal information
4. Click Sign Up
5. A notification e-mail will be sent to the registered e-mail of the candidate
6. Click on the link in the e-mail to validate the e-mail address
7. Complete all the required sections under my Profile
8. Submit My Profile

This specific recruitment closes on June 16th 2017.
Living Conditions

- The highly recommended vaccination in South Sudan is Yellow Fever. Please note that without evidence of yellow fever vaccination, access to South Sudan is restricted.
- South Sudan is Security Phase III level. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues.
- The widely-used currency for business transaction is the South Sudan Pounds (SSP). The official exchange rate is currently at 100.00 SSP to the USD. Banking facilities are widely available but the use of bank credit and debit cards is limited.
- There are several mobile telephone companies including ZAIN, Vivacell, Gemtel & MTN providing services and sim cards can be easily bought with cash after registration by the Service provider. There are no fixed telephone lines in South Sudan/Juba.
- South Sudan electricity on the national grid is almost non-existent as it’s switched on occasionally. The Capital Juba is powered by individual household generators. Running water is dependent on water tankers that deliver water to households at a fee.
- UN volunteers can access medical services in the UN Agency clinic. Other medical services can be obtained at the UNMISS Level 2 hospital.
- National UN volunteers, being from the locality do not have accommodation support. However, it will depend on host agency especially those assigned in the States. Host agency may facilitate or provide basic living accommodations i.e. prefabricated units/containers or through local rentals with availability of utilities, water, and electricity.

Assignment Details

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<th>Assignment Title</th>
<th>Administrative Assistant</th>
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**Organizational Context & Project Description**

**ORGANIZATIONAL CONTEXT:**

UNDP South Sudan works towards supporting the country to accomplish substantive progress in the area of poverty reduction adopting a comprehensive approach to the reduction of human and income poverty, in line with the Sustainable Development Goals. UNDP South Sudan primarily promotes inclusive and sustainable human development and works to reduce poverty in all its dimensions. It aims at building the national capacities to mobilize all levels of national government and civil society for a coordinated, effective, equitable and inclusive progress towards SDGs and poverty reduction. It exerts immense emphasis on each possible mean to advance the quality of life of human being and attain high level of human development.

UNDP South Sudan recognizes that achieving the Sustainable Development Goals depends on vibrant economic growth, driven by the government and supplemented by the private enterprises to create jobs and provide goods and services for the poor.

**DEPARTMENTAL CONTEXT:**

Under the overall guidance and supervision of the Deputy Country Director (Operations) Manager, the Administrative Assistant provides the overall administration and execution of varied and inter-related operational and logistical
activities, ensuring high quality and accuracy of work at the UN Clinic. The Administrative Assistant promotes a client, quality and results-oriented approach.

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

**Sustainable Development Goals**

3. Good Health and Well-being

**UNV Focus Area**

Securing access to basic social services

**Task description**

Within the terms of the UN’s delegated authority, and under the direct supervision of the Administrative Officer, the volunteer Administrative Assistant will undertake the following tasks:

1. 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.
   - Support to the CO administrative business processes mapping and elaboration of the internal standard operating procedures (SOPs).
   - Preparation of administrative team results-oriented workplans.
   - Elaboration of proposals and implementation of cost saving and reduction strategies in consultations with office management.

2. Ensures **effective and efficient provision of administrative support services**, focusing on achievement of the following results:

   - Operation and management of the front desk coverage and telephone in accordance with appropriate protocol ensuring confidentiality.
   - Weekly check of ICT and printer connectivity and reporting any concerns to the head of unit for action.
   - Monitoring of all visitors to the UN clinic by providing directions and accurate information related to the UN clinic.
   - Recording and maintaining information in the system, providing solution for minor technical problems.
   - Coordination and supervision of shipments and customs clearance, travel, events management, administrative surveys, transportation services and insurance, space management, procurement of supplies.
   - Presentation of thoroughly researched information for planning of financial resources for administrative services.
   - Support with protocol matters, registration of staff, coordination with local authorities, on space and other administrative matters.
   - Submission of information on administrative services provided for cost-recovery bills.

3. Provides **support to proper supply and assets management**, focusing on achievement of the following result:

   - Coordination of assets management in the UN clinic, assisting in the preparation and timely submission of periodic reports.
inventory reports, coordination of physical verification of inventory items.

Coordination of the provision of reliable and quality office supplies.

4. Ensures **effective administrative and financial control in the office**, focusing on achievement of the following results:

- Implementation of the control mechanism for administrative services, maintenance of administrative control records such as commitments and expenditures.
- Review, research, verification and reconciliation of a variety of data and reports ensuring accuracy and conformance with administrative rules and regulations; creation of vendor set-up information in Atlas.
- Review of data integrity in the database, control programme; analysis of results and initiation of corrective actions when necessary.
- Proper inventory control; supervision of proper issuance of inventory items and supplies.
- Review of travel authorizations, documentation, payments.
- Assistance in the preparation of budget, audit and other reports.
- Provision of researched information, reports for audit exercises.

5. Ensures proper **common services focusing** on achievement of the following results:

- Maintenance of common services to ensure integrated activities on common services and implementation of the UN reform.
- Proper planning and tracking of common services budget and of Agencies contributions to the common services account.

6. Support **knowledge building and knowledge sharing** in the CO, focusing on achievement of the following results:

- Organization of training for the operations/projects staff on administration.
- Briefing to staff members on general administrative matters; provision of advice and administrative support.
- 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- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities- 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**

The Receptionist will contribute to:
Implementation of operational strategies
Provision of effective and efficient administrative support services
Support to supply and assets management
Effective administrative and financial control in the office
Proper common services
Support to knowledge building and knowledge sharing

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

Years of Required Work  12 months

Experience Description

Atleast 2 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

- English (Mandatory), Level - Fluent

DoA Expertise

- Administration and administrative assistance (Mandatory)

Additional Requirements for Area of Expertise

Administration and Administrative Assistance
Need Driving Licence: No

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.

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.