

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BDIR000599--Information Management Support Officer

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	Burundi
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	15-08-2017
Duty Station	Bujumbura
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Bujumbura is a non-family duty station, ranked Phase III in terms of security. However, at the time of writing this description of assignment, the security situation is stable. Housing is comfortable, with occasional disruption in electricity and water provision. Caution is advised at any time in the capital and in the interior of the country. Since 2000, the country has taken the path of peace and reconciliation in favour of the Arusha Accords. But since 2015, Burundi has been plunged into a political and security crisis that offsets advances and gains made after the signing of these Agreements. Furthermore, Burundi is among the poorest countries in the world and social indicators show that over 64% of the country's population lives below the poverty line.

In Bujumbura, one can find shops, restaurants, sports and entertainment. In the provinces, however, the living conditions are very different; the poor road conditions and lack of access means that some provinces are quite remote.

The UN has certain safety standards that the United Nations Volunteers must comply. For housing, the United Nations Volunteers receive an allowance to ensure that these standards can be met.

Assignment Details

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F. +49 (0) 228-815 2001 W. www.unv.org

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

Organizational Context & Project Description

The UN Volunteer will be based in the Resident Coordinator's Office (RCO), which has some six staff, Head of RCO, Peacebuilding Advisors, two national professionals, and two assistants. The UN Volunteer will interact with focal points in the UN Country Team who are working on issues related to knowledge management, planning, and communications, as well as relevant bodies reporting to the UN Country Team and the Programme Management Team, including relevant sectoral working groups.

This UN Volunteer assignment is fully funded by the Government of Germany and is expected to contribute to the donor's objective of improving the linkage between bi- and multilateral development cooperation. In order to assess the achievement of this objective, the Resident Coordinator's office will be asked to complete a questionnaire at the end of the UN Volunteer assignment.

Sustainable Development Goals

17. Partnerships For the Goals

UNV Focus Area

Securing access to basic social services

Task description

Under the direct supervision of the Head of the Resident Coordinator's Office, the UN Volunteer will undertake the following tasks:

The work of the Information Management Support Officer, as part of the RCO and in close collaboration with information management colleagues across the UN system in Burundi, will contribute to UN's effectiveness needed to address the political, economic and social challenges of the ongoing Burundian crisis. Specifically, the IMSO will:

Support the development and implement an information management system for the RC Office;

Assist with the development of information tools and products to support the information needs;

Assist the Head of RCO to identify and prioritize objectives to address information needs;

Contribute to bridging the humanitarian-development divide and promote the visibility and monitoring of UN principles within programming;

Support the Communications and Partnership colleagues to develop information products;

Working together with the senior information management staff, identify the most appropriate mechanisms for data/information collection, processing, analysis and dissemination, including early recovery/resilience, peace building/consolidation data, to address coordination and information needs.

In collaboration with the Head of the RCO, develop and produce a work plan to implement an information management strategy.

Mapping of UN assets, programmes and projects as well as any other elements requested by the Head of RCO.

Ensures facilitation of knowledge management, focusing on the following results:

Identification of knowledge management needs for the UN Country Team (CT).

Development of a comprehensive database of UN action in Burundi in development programming.

Identification of sources of information related to coordination, identification and synthesis of best practices and lessons learnt directly to country policy goals.

Analysis and research of information on donors, preparation of substantive briefs on donor strategies and national development strategies, provision of advice to UN RC on ensuring synchronicity, alignment and complementarity between these strategies and UN activities.

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, encourage relevant local individuals and organizations to use the UNV OnlineVolunteering service whenever technically possible.

Results/Expected Outputs

System and approach to knowledge management for the UNCT and RCO developed;

The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Conditions of Service for International Specialist:

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the 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 computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,587. 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 the 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>.

For example, kindly enter the link [Calculator](#)

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.

Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

Information technology, Computer science, Geographical Information Systems (GIS), Environmental sciences, political sciences, social sciences, anthropology, law or related field. Knowledge of cartography and/ or web software would be an asset.

Years of Required Work Experience 36 months

Experience Description

DoA Expertise

- Other development programme/project experience Mandatory

Additional Requirements for Area of Expertise

Need Driving Licence Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- 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](#)

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Application Code

BDIR000599-2057

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/> Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply.

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.