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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Ethiopia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>Economic Commission for Africa</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Addis Ababa [ETH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

**Living Conditions**

Ethiopia is located in East Africa, it’s a landlocked country bordered by Somalia, Eritrea, Sudan, Djibouti, and Kenya. It has a population of over 90 million and covers an area of almost 429 square miles. It is mountainous with desert lowlands to the northeast and southeast and has been landlocked since Eritrea, bordering the Red Sea, gained its independence in 1993. Addis Ababa, the Capital City of Ethiopia, whose name means “New Flower”, has a population of approximately 3 million. It is situated at over 2,500 meters above sea level and adjusting to the altitude can take some visitors a little time, so don’t be surprised if you find things tiring.

Addis Ababa is the seat of the UN ECA, African Union as well as many Regional and International Organizations. Depending on your level of fitness you might also experience a shortness of breath, headaches and possibly nausea until you are acclimatized. At high altitude, your breathing may become more rapid and shallow causing increased dehydration, so you should drink plenty of water and avoid alcohol.

Amharic is Ethiopia’s official language and the most widely spoken. Outside the larger cities and towns, indigenous languages are likely to be spoken. These include Tigrinya, Oromigna, Guaragigna, Somali, and Arabic. English is the major foreign language taught in...
schools. The major religions are Christianity (mainly Orthodox Church) and Islam.

### Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>ICT Asset Management Analyst</th>
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### Organizational Context & Project Description

The Mandate of the United Nations Economic Commission for Africa (ECA) is to promote the economic and social development of its member States, foster intra-regional integration, and promote international cooperation for Africa's development.

Made up of 54 Member States and playing a dual role as a regional arm of the UN and as a key component of the African institutional landscape, ECA is well positioned to make unique contributions to address the Continent’s development challenges.

ECA’s mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063. The mission will be guided by ECA's five new strategic directions which are: advancing ECA’s position as a premier knowledge institution that builds on its unique; position and privilege to bring global solutions to the continent’s problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa’s position at the global level and developing regional responses as a contribution to global governance issues.

The ICT Asset Management Analyst manages and operates within the Information Communication Technology Services Section (ICTSS) at United Nations Economic Commission for Africa (UNECA).

### Sustainable Development Goals

9. Industry, Innovation and Infrastructure

### Task description

Within the delegated authority and under the reporting lines to the Chief of the Information and Communications Technology Services Section (ICTSS), the UN Volunteer will:

- Perform daily and long-term operational and strategic management of IT assets which includes hardware (network and storage devices, servers, PCs, printers, consumables, Cell phones, Tablets) and software.
- Ensure quality control throughout the lifecycle of all UNECA’s IT assets by developing and implementing appropriate procedures to track and manage IT assets.
- Participate in the development, recommendation and maintenance of policy and guidelines.
- Establish, manage and maintain databases and records of information such as licenses, service agreements, and warranties for the organization’s software and hardware.
- Interpret IT asset licensing requirements and provide asset management guidance.
- Establish and maintain documentation of procedures, processes, and reports concerning asset and configuration management.
- Define and enhance scheme for identifying hardware and software-related assets as well as configuration items.
- Perform verification and audit of software assets with license contracts.
- Confirm hardware assets with actual inventory and initiate corrective actions.
- Ensure timely and accurate planning, tracking, analysis and reporting of software assets.
- Take part in other IT service management processes, or as required perform patch management and back up to maintain operational activities.
- Ensure process efficiency by implementing the key performance indicators suggest improvements to the process continuously.
- Generate and distribute various reports, including compliance reports on current assets and their status.
- Lead and coordinate virtual and physical audits of IT software and enforce processes and procedures to ensure accuracy.
- Collaborate with Information Security and infrastructure teams to determine trends in asset performance.

The incumbent will report to the Chief of ICTSS. The IT asset management analyst will be responsible for taking a detailed inventory of
UN Volunteers

UNECA’s software and hardware assets. He/She will be responsible for developing and maintaining processes, policies, standards, systems and measurements that will help UNECA to effectively manage its IT asset portfolio (software and technology-related hardware) with regards to cost, control, risk, compliance, business performance objectives, and IT Governance as established by UNECA.

He/she will work closely with information security officer to ensure compliance and streamline IT service management.

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

- Functions as the ICT Asset Management analyst within the Information and Communications Technology Services Section. The incumbent will oversee management of ICT Assets through their life cycle, from procurement to disposition;
- Policy Guidelines as well as Asset Reports and recommendations for consideration by management;
- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td><strong>Education - Additional Comments</strong></td>
<td></td>
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<tr>
<td>- Advanced university degree (Master’s degree or equivalent) in Accounting, Information systems, Business Management, statistics or related field.</td>
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</tr>
<tr>
<td>- A relevant first-level university degree in combination with an additional three years of qualifying experience may be accepted in lieu of the advanced university degree</td>
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<tr>
<td><strong>Required experience</strong></td>
<td>24 months</td>
</tr>
<tr>
<td><strong>Experience Remark</strong></td>
<td></td>
</tr>
<tr>
<td>- 2 - 3 years’ experience in IT Asset Management and Accounting;</td>
<td></td>
</tr>
<tr>
<td>- Familiarity with IPSAS Public Accounting Standards would be desirable;</td>
<td></td>
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<tr>
<td>- Knowledge of Information Security will be a plus.</td>
<td></td>
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<tr>
<td><strong>Language</strong></td>
<td></td>
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<tr>
<td>- English (Mandatory), Level - Fluent</td>
<td></td>
</tr>
<tr>
<td><strong>Area of Expertise</strong></td>
<td></td>
</tr>
<tr>
<td>- Inventory, asset and warehouse management Mandatory</td>
<td></td>
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<tr>
<td>- Hardware and systems maintenance, operation and administration Mandatory</td>
<td></td>
</tr>
</tbody>
</table>

2 Aug 2021
Area of Expertise Requirement

- Management of IT asset both software and hardware assets
- Developing and implementing appropriate procedures to track and manage IT assets

Need Driving Licence

No

Conditions of Service and other information

Condition of Service  
Click here to view Conditions of Service

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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.

**Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)**

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;
- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

ETHR001238-10218

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please 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’ 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?

Please 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: 16 August 2021**

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/RVRIuJAwMTIzOA==

**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.*