

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

FJIR000135--Information Management Officer (IMO)

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	Fiji
Host Institute	UN Office for Coordination of Humanitarian Affairs
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	3 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Suva [FJI]
Assignment Place	Family Duty Station

Assignment Place Remark

Assignment without family as this is a short term contract.

Living Conditions

Suva, the capital of Fiji, is located on the southeast coast of the island of Viti Levu. Viti Levu at 10,400 sq km (4052 sq mi) and Vanua Levu at 5587 sq km (2160 sq mi) are the biggest islands in the Fiji group. With a population of approximately 141,000, Suva is a multiracial and multicultural city. Indigenous Fijians and Indo-Fijians, the two principal ethnic groups of Fiji, comprise the bulk of Suva's population, but the city is also home to the majority of Fiji's ethnic minority populations including Caucasians and Chinese, amongst others. The majority of expatriates working in Fiji are also based in Suva. The most widely spoken language is English, but Fijian, Hindustani and other Indian languages are also spoken by their respective Fiji enjoys a mild and stable climate most of the year, due to the large expanses of open water that surround its islands. The wet season extends from November to April, but rain falls throughout the year. Daytime temperatures average around 25°C (77°F) or higher and humidity is generally high. Tropical cyclones can occur between November and April, although they are rarely dangerous. The UN Volunteer will have access to all reasonable facilities

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

including a private hospital, sporting facilities and supermarkets. Fiji, along with many other Pacific islands, is known for being one of the friendliest nations in the world. However, necessary security precautions should be taken wherever possible. Suva, the capital of Fiji, is located on the southeast coast of the island of Viti Levu. Viti Levu at 10,400 sq km (4052 sq mi) and Vanua Levu at 5587 sq km (2160 sq mi) are the biggest islands in the Fiji group. With a population of approximately 141,000, Suva is a multiracial and multicultural city. Indigenous Fijians and Indo-Fijians, the two principal ethnic groups of Fiji, comprise the bulk of Suva's population, but the city is also home to the majority of Fiji's ethnic minority populations including Caucasians and Chinese, amongst others. The majority of expatriates working in Fiji are also based in Suva. The most widely spoken language is English, but Fijian, Hindustani and other Indian languages are also spoken by their respective Fiji enjoys a mild and stable climate most of the year, due to the large expanses of open water that surround its islands. The wet season extends from November to April, but rain falls throughout the year. Daytime temperatures average around 25°C (77°F) or higher and humidity is generally high. Tropical cyclones can occur between November and April, although they are rarely dangerous. The UN Volunteer will have access to all reasonable facilities including a private hospital, sporting facilities and supermarkets. Fiji, along with many other Pacific islands, is known for being one of the friendliest nations in the world. However, necessary security precautions should be taken wherever possible.

Assignment Details

Assignment Title Information Management Officer (IMO)

Organizational Context & Project Description

OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to:

- Alleviate human suffering in disasters and emergencies;
- Advocate for the rights of people in need;
- Promote preparedness and prevention; and
- Facilitate sustainable solutions.

OCHA was established as a result of a General Assembly Resolution 46/182 adopted in December 1991, designed to strengthen the United Nations' response to both complex emergencies and natural disasters. See www.unocha.org.

Sustainable Development Goals 1. No poverty

Task description

Under the direct supervision of OCHA Senior Information Management Officer, the UN Volunteer will undertake the following tasks:

- **Web Management** - Manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards; work with external counterparts on related web platforms such as agency and cluster websites and ReliefWeb to facilitate cross-site search and interoperability.

Data Management - Design, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.

Data Analysis - Organize, design and carry out the evaluation and analysis of location specific datasets through meaningful statistical techniques; participate in the development and revision of data standards (e.g. the Humanitarian Exchange Language) and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.

Assessment Analysis - Support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; provide advice on assessment design to ensure data quality; manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK).

Geographic Information System (GIS) & Mapping Develop and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance; produce and update high-quality map products and online services; maintain a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services.

Visualization - Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.

Emergency response - Be available for immediate deployment to support coordination and information management needs in emergencies in Pacific Island countries.

Training - Support capacity building and humanitarian coordination in National Disaster management offices in Pacific Island countries. Train counterparts to use information management tools as platforms such as HumanitarianResponse.info.

- Perform other related duties as may be required or assigned by the supervisor.

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

- Contribute to institutional humanitarian and emergency relief initiatives through good research and analysis of assigned topics and thorough, well-reasoned written contributions;
- Liaise and interact with partners internally and externally, especially the Pacific Humanitarian Team;
- Strengthen disaster preparedness in collaboration with national and international actors and in close coordination with Governments, particularly the Country Preparedness Package.
- 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 Bachelor degree or equivalent

Education - Additional Comments

First level degree in information management, information systems, social science or related field.

Required experience 36 months

Experience Remark

2-3 years of work experience in information management, information systems, web management, data management, geographic information systems & mapping, data visualization, or other related area.

Language

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- English (Mandatory) , Level - Fluent
- And One of these - French (Optional) , Level - Working Knowledge

Area of Expertise

- Database design, administration and maintenance Mandatory
- Geographic information systems (GIS) and remote sensing Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory.
- Crisis management and emergency relief.

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- 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](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

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

FJIR000135-10639

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: 28 September 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/RkpJUjAwMDEzNQ==>

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.