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>Kosovo (UNSC 1244)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in Kosovo</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>until 30-06-2022</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-07-2021</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Pristina [KOS]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

* References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).

**Living Conditions**

- Kosovo is located in the Balkans mountain range of south-eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and generally have electricity and running water, although this may not be 24 hours. Costs are reasonable, but vary according to location - i.e. city centre vs. outlying villages. Upon arrival, you will reside in a hotel until you get permanent housing. The UNV Field Unit can assist in identifying suitable housing.
- There are no specific health problems associated with Kosovo, and no vaccines are required prior to arrival.
- Air pollution indexes are high during the winter period and may pose a threat to particularly sensitive groups. UNMIK offices are equipped with air filters.
- UNMIK provides contracted medical service to its staff should anyone fall ill.
Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also easily available.

Assignment Details

Assignment Title Information Analyst

Organizational Context & Project Description

The mandate of the United Nations Interim Administration Mission in Kosovo (UNMIK) was established by the Security Council in its resolution 1244 (1999). In accordance with its strategic framework, the Mission helps to ensure conditions for a peaceful and normal life for all inhabitants of Kosovo and advance regional stability in the Western Balkans.

UNMIK supports three key objectives:

a. Progress towards peace consolidation within Kosovo and the region;
b. Progress with respect to Pristina’s cooperation and dialogue with Belgrade and regional organizations;
c. Progress with regard to the rule of law, security and human rights.

The UN Volunteers programme in Kosovo is one of the largest contingents of UN Volunteers within the Europe and the Commonwealth of Independent States (ECIS) portfolio with 71 UN Volunteers deployed in 2020, including 24 with UNMIK. The main role of the UN Volunteers in Kosovo is to mobilize UN Volunteers in support of UNMIK’s operations and the UNKT’s programmes and projects, as well as to promote volunteers and volunteerism as a major form of civic engagement and community development.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

The Information Analyst will work in the Joint Analysis and Reporting Unit (JARU) of UNMIK. Within limits of delegated authority, the Information Analyst will undertake the following tasks:

- Maintain an understanding of the political, security, and human rights situation in the mission area and region; follow unfolding events; work with colleagues to gather and verify information; and be able to select, confirm, and present the relevant information, with the appropriate political context, in a succinct manner (written or oral) to a variety of audiences, including senior leaders.
- Contribute to the preparation of regular reports, including but not limited to: daily situation reports, weekly situation reports, daily leadership briefings, monthly reports; and to analytical reports, special projects and special reports in close coordination with internal and external partners.
- Conduct research and analysis on a wide range of topics concerning Kosovo and the region.
- Contribute to the maintenance and optimal functioning of the incidence database SAGE.
- Undertake information collection, collation, synthesis and analysis based on open source intelligence methods.
- Conducts quantitative analysis and data visualisation in support of JARU analytical products.
- Assist in crisis response including emergency communication duties.
- Liaise with various UNMIK units and external partner organisations, such as the European Union Rule of Law Mission in Kosovo (EULEX); and, the Organisation for Security and Cooperation in Europe Mission in Kosovo.
- Undertake other related tasks assigned by Chief JARU.

Work implies frequent interaction with the following:

- Chief JARU, JARU colleagues, UNMIK staff, UN Kosovo Team staff and other international organisations partners, including KFOR, EULEX and OSCE.

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

- Updating of the operational awareness of mission leadership and staff and UNHQ.
- Input for specific projects/papers as part of integrated assessments.
- Assistance in the information collection, collation, synthesis and analysis that go into timely production and dissemination of different reporting products.
- Assistance to JARU in meeting its objectives and outputs.

- 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>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

Education - Additional Comments

A Bachelor’s degree in the field related with political economy, international politics and intelligence related degrees with relevant experience will be accepted in lieu of Master’s degree.

<table>
<thead>
<tr>
<th>Required experience</th>
<th>60 months</th>
</tr>
</thead>
</table>

Experience Remark

- Five years of progressively responsible experience in information analysis, reporting, international relations, political affairs, security, intelligence or related field is required.
- Experience in information management, data management, GIS & mapping, data visualisation, or other related areas is desirable.
- Experience in and knowledge of the Balkans would be an asset.

Computer skills:

- Windows, as well as Microsoft Office applications, especially Excel.
- Experience with analytical and visualisation software tools such as Qlik, MS Power BI, etc is desirable.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Geographic information systems (GIS) and remote sensing Optional

Area of Expertise Requirement

Need Driving Licence

Yes

Competencies & Values

We are inspiration in action

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**

KOSR000936-9745

**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](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/candidate/profile](https://vmam.unv.org/candidate/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.

**Application deadline:** 18-06-2021

**Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals.

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/S09TUjAwMDkzNg==](https://vmam.unv.org/candidate/show-doa/S09TUjAwMDkzNg==)

**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.*