

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## SOMR000578--Information Analyst

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

<b>Country of Assignment</b>	Somalia
<b>Host Institute</b>	UN Mission in Somalia
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 31-12-2021
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nairobi [KEN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

**General:** The Republic of Kenya is an equatorial nation on the coast of East Africa, neighboring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub-counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 40 million is growing at an annual rate of 2.2%. The country's GNP per capita estimated at purchasing power parity (PPP) is \$975, and the GNP is growing at an average rate of 0.1% annually. More than 26% of Kenya's people live below the international poverty line of \$1 per day. Kenya's main food crops are "maize, wheat, pulses, roots and tubers." (FAO).

Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up-country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP.

The socio-economic and cultural background of the immediate society the UNV would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate.

# Assignment Details

**Assignment Title** Information Analyst

## Organizational Context & Project Description

UNSOM was established in 2013- <http://unsom.unmissions.org>). The African Union Mission in Somalia (AMISOM - <http://amisom-au.org>) and the United Nations Support Office in Somalia (UNSOS) are main partners.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

## Task description

Under the direct supervision of Deputy Chief IAT/Information Analyst, the UN Volunteer will undertake the following tasks:

- Maintain understanding of socio-political, security (including terrorism-related), humanitarian and other developments/events relevant for the implementation of the Mission mandate through monitoring and collection of data/information from multiple sources, including UN Mission civilian, military and police components, UN Country Team (UNCT), national military/civilian authorities, NGOs, media and other key stakeholders.
- Contribute to the development of accurate and timely IAT analytical products and briefings, in coordination with other Mission components and sources (socio-political, security analysis, cross-cutting analyses) .
- Serve as a focal point for the acquisition of information from UNSOM Field Offices.
- Assist in the development and coordination of IAT tools, such as Information Requirements, in consultation with all relevant information collection components of the Mission.
- Assist in classifying, managing, storing, and transferring information by using IAT information management processes and systems. Information analysis: Organize, analyze and synthesize information for the identification of trends, production of forecasts, and assessments.
- Assist in maintaining a system for classifying and storing confidential information, in consultation with information management/technology expertise.
- Contribute to effective working relationships within IAT and other UN Mission components, the UNCT, and relevant external actors and organizations.
- Assist the Chief IAT with any other task as required.

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

- Contributions to analytical documents, briefing papers, Integrated Analysis Team (IAT) trends analyses, threat assessments, in close coordination with other information analysts assigned to the IAT and counterparts in relevant UNSOM sections;
- Sound investigative and analytical documents on incidents including comprehensive reports (pictures, facts, exchange with actors, analysis, etc.)
- Due coordination with UNSOM Field Offices on information requirements;
- Contribution to a collegial and effective working environment within the IAT and with internal and external counterparts, under the guidance of the Chief and Deputy Chief IAT;

- 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** Master degree or equivalent

### Education - Additional Comments

**Required experience** 36 months

### Experience Remark

A minimum of 36 months of progressively responsible analytical work in the field of international affairs and/or international security. Experience in a UN field mission or equivalent experience is desirable. Working experience in the Horn of Africa and/or on violent extremism is desirable.

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Public information and reporting Mandatory
- Knowledge management, archiving and documentation Mandatory

### Area of Expertise Requirement

Horn of Africa experience; and/or working experience on violent extremism is desirable.

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

---

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

**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**

SOMR000578-10357

#### **Application procedure**

**T.** +49 (0) 228-815 2000

**A.** PO Box 260111, 53113 Bonn, Germany

**F.** +49 (0) 228-815 2001

**W.** [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

**\* 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' 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?**

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: 26 September 2021**

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/U09NUjAwMDU3OA==>

**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.*