

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001540--Associate Information Management 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	South Sudan
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Juba [SSD]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Non-Family Duty station

Living Conditions

The political context of South Sudan remains unpredictable following the 15 December 2013, armed violence that erupted in the capital city of Juba and has quickly spread through the country, affecting four of the country's ten states, namely Jonglei, Upper Nile, Unity and Central Equatorial States. Since December 2013, the conflict has devastated the lives of millions of South Sudanese and displaced more than 2 million people. About 1.5 million of them have been displaced internally in South Sudan and over 500,000 are refugees in neighboring countries.

South Sudan is a difficult duty station, which is classified as a non-family duty station as there is basic infrastructure in the capital city Juba and the country.

The highly recommended vaccination in South Sudan is Yellow Fever. Please note that without evidence of yellow fever vaccination, access to South Sudan is restricted. Similarly, vaccination for Hepatitis A & B are also necessary.

South Sudan is Security Level III. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues. However, Juba is under Security Level IV.

The widely used currency for business transaction is the South Sudan Pounds (SSP). Banking Services are widely available in Juba. However, the use of bank credit and debit cards is limited.

There are two mobile telephone companies including ZAIN & MTN providing services and sim cards can be easily bought with cash after registration by the Service provider. There are no fixed telephone lines in South Sudan/Juba.

South Sudan electricity on the national grid is almost non-existent as it's switched on once in a while. Juba is powered by individual household generators. Water tanks are the source of running water to households.

There are restaurants in Juba serving food from different regions of the world. Markets and shops are fairly well-stocked with food items, clothes and other household goods. There are also local markets for vegetables and other farm produce. The cost of living is generally high as almost all of the goods are imported.

In Juba all international staff reside at UNHCR provided accommodation. Mental robustness thus needed in light of the highly stressful environment with tight deadlines.

There are limited medical facilities in Juba, therefore, staff assigned must be in good health. Candidates with conditions that would require regular treatment or medical supervision should be appropriately advised. Sick Staff are referred to Juba where UN personnel are provided medical services in the UN Agency clinic.

Assignment Details

Assignment Title

Associate Information Management Officer

Organizational Context & Project Description

Since December 2013, the internal conflict that arose in South Sudan has devastated the lives of millions of South Sudanese and displaced more than 4 million people. About 1.9 million of them have been displaced internally and over 2 Million are refugees in neighboring countries. In response to the needs of the displaced, UNHCR initiated its protection and assistance programme, within the UN system-wide cluster approach primarily in the areas of Protection, Shelter/NFI and Camp Coordination and Camp Management, with further search for possible solutions for those displaced returning to their homes and/or their ancestral lands or relocations.

In addition to engagement in protection activities in the Protection of Civilian Sites that host approximately 220,000(12%) of the IDP populations, UNHCR protection strategy in 2018 aims at prioritizing protection activities in IDP locations outside POCs and enhancing outreach activities through standardized protection monitoring activities and constantly engaging IDP women, men, girls and boys to map out protection risks and responses to building their resilience/capacities to mitigate the risks. UNHCR protection and solutions strategy will entail working with Government and partners within the inter-agency system towards the formulation of robust context specific protection and solutions strategies that will guide interventions in those locations and optimize opportunities for solutions.

To achieve the above, UNHCR needs an Information Management Officer (IMO) to support UNHCR agency operations in support of the Protection Cluster. The Information Management Officer will serve to strengthen UNHCR data collection, consolidation, analysis and report to inform UNHCR programming for IDPs and formulation of protection and solutions strategies. The staff member will be expected to also support field offices to implement standard protection monitoring and assessment tools and build capacity of national staff in management of IDP operations data. In addition, in view of UNHCR prioritization of transitional and durable solutions in 2018, there is need for systematic profiling of populations to provide baseline information for such engagement. The profiling will serve to compliment available data to inform comprehensive approaches to solutions. The UNHCR IMO will thus serve to provide necessary support to the UNHCR operations and engagement with other actors, including Government of South Sudan represented by the Ministry of Humanitarian Affairs and Disaster Management and the South Sudan Relief and Rehabilitation Commission (RCC) in systematic collection and analysis of data on the populations. The Information Management Officer will liaise with sectoral leads to gather information for further analysis and dissemination and identify information gaps. Where information gaps exist, the Information Management Officer may help setting up primary data collection systems and organize needs assessments, which may also involve other stakeholders. The IMO will also support the formulation of information management strategy at the country level for UNHCR IDP operations.

South Sudan is a hardship duty station, which is classified as a non-family duty station as there are only basic infrastructure in the

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capital city Juba and the country. The operational context will include deep field activities, including in areas of shifting civil conflict. Strong, stable, mature and flexible character is required.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Under the direct supervision of Associate Data Management Officer with focus on Internally Displaced Persons (IDPs) and Spontaneous Refugee Return (SRR) the UN Volunteer will undertake the following tasks:

- Assist in the recruitment and training of data collectors and data entry personnel, if requested
- Supporting data collection for spontaneous refugee return (SRR) monitoring and IDP movement through designing data collection tools, supervising data collection and performing data quality check.
- Performing data analysis/visualization for SRR and IDP and develop the needed IM products.
- Responding to report requests from UNHCR units and partners regarding SRR and IDPs.
- Participating in internal/external SRR and IDP meetings and presentations.
- Participate in IM coordination activities with partners such as cross-border and IMWG meetings.
- Acting as a data/information visualization and GIS focal point and support different units with standard and ad-hoc infographics and maps in addition to building capacities in this regard.
- Design and develop questionnaire in Kobo and train data collectors on use of data collection methodologies, tools and techniques
- Provide technical support related to Spontaneous Refugee Returnees to SO, FO's and FU's in South Sudan.
- Conduct the verification/screening of PSNs in Collective Sites/IDP Camps in SO's, FO's and FU's in South Sudan
- Support the design and deployment of CBI Post Distribution Monitoring (PDM) tool as part of support to both Livelihoods and Community Based Protection (CBP) team.
- Consolidate and analyse the Quarterly direct implementation and partners datasets including reports generation for all the field offices and country level consolidation.
- Support the verification and return/relocation of IDPs Protection of Civilian Site (POCs) to various destinations in the country
- Consolidated, designed and maintained datasets for IDP returns/relocations request from all the field offices and Juba and publish dashboard on a monthly basis.
- Developed a one pager dashboard for IDP statistics in the country on a monthly basis.
- Supported IDP unit in compilation of midyear statistics.
- Design and develop various maps/dashboard using ArcGIS, PowerBI and Advance Excel
- Participate actively in the various Solutions Working Groups meetings to discuss returns.
- Represented the IDP unit in the IDP displacement tracking led by OCHA and in Information Management Working Group.
- Generated maps and conducts frequent updates such as IDP returnee's location, IDP statistics in the country, IDP operation presence as well as UNHCR offices including pillar IV implementing partners.
- Support partners with the installation of Kobo collect on tablets and uploaded with Protection Monitoring Tools and PSNs verification and screening tools.
- Provide support and guidance to partners on how to use the protection cluster 5Ws Kobo tool and consolidated datasets on a monthly basis.
- Assist with drafting of country/operation-specific Information Management Strategy and define operational and funding requirements for the implementation of the strategy.

- Support the promotion of data and information sharing within the humanitarian community as well as the adoption of global data standards, and where appropriate, the establishment of country-specific common data standards.
- Identify and obtain the needed data and information elements required to produce standardized information products and design and manage respective data/information collection plans for baseline and context-specific data.
- Assist or maintain effective linkage to cluster coordination processes;
- Undertake field missions and support field offices as deemed necessary by the senior management.
- Build the Information Management Capacity of national and local government, partners and civil society to assume their responsibilities vis-à-vis all persons of concern through training on operations data management and Information Management, mainstreaming and related activities.
- In South Sudan humanitarian cluster system, contribute to protection information management through provision of disaggregated data on populations of concerns and their problems through collection and dissemination of relevant protection information and good practices to enhance protection delivery and provide technical advice where necessary.
- Other duties 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

- The country operation has a clear and comprehensive Information Management strategy which guides all IM activities in the country.
- The Office has stepped up to its leadership role in providing quality Information Management services and delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely delivery of information.
- Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.
- Effective and timely support is provided for the formulation of clear and coherent protection and solutions strategies which incorporates a thorough AGD analysis, identifies the needs and capacities of the persons of concern and organizational global regional and country level priorities.
- AGD sensitive analysis of community level risks and analysis forms the basis of all UNHCR work
- Protection incidents and needs are monitored and immediately identified and addressed through direct interventions and advocacy.
- National protection capacities are improved through direct engagement, research and advocacy
- 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
- 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

Information technology, demography, statistics, social sciences or any related area.

Required experience 24 months

Experience Remark

A minimum of 2 years of experience in the production of public information materials and working with the media.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Public information and reporting Optional

Area of Expertise Requirement

Experience with relevant software such as: ArcGIS, Mapinfo, SPSS, EpiInfo6, HTML, PHP, ASP, Java, Ms Access, SQL, progress) is desirable.

Free text to add other skills/experience and qualifications.

- Knowledge of the UN system and the humanitarian community
- Knowledge of protection-related guidelines, standards and indicators
- Successful participation in the Operational Data management Learning Programme is desirable or related courses
- Proven skill to analyse statistical information
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
- Ability to compile and holistically analyse diverse datasets.
- Experience with handling confidential data.
- Demonstrated understanding of different data collection methodologies.
- Excellent written and oral presentation skills.
- Successful participation in the Operational Data management Learning Programme is desirable.
- Experience in web design and software development is an asset.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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.

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

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 SDR001540-10202

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: 12 August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTU0MA==>

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.