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>Afghanistan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

The IM Youth Volunteer works within the Nutrition Section to support nutrition reporting and monitoring. The Volunteer provides technical, operational and administrative assistance throughout the programming process for the nutrition programmes within the Country Programme, from development planning to delivery of results. In doing so, the Volunteer implements a variety of technical and administrative programmes tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results.

**Living Conditions**

The position is based in Kabul with travels to provinces if required. The IM Youth Volunteer works within the Nutrition Section to support nutrition reporting and monitoring. The Volunteer provides technical,
operational and administrative assistance throughout the programming process for the nutrition programmes within the Country Programme, from development planning to delivery of results. In doing so, the Volunteer implements a variety of technical and administrative programmes tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results.

Assignment Details

Assignment Title  Information Management Assistant (IMA)

Organizational Context & Project Description

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, nutrition, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations. To fulfil the mission, strengthening system in particular reporting and monitoring is essential. Thus, collection and use of quality nutrition information is one of the key objectives. This facilitates evidence-based decision making and strengthens the capacity of government and partners to plan, implement, monitor and coordinate nutrition programs. In addition, availability of timely information reinforces the capacity of the nutrition sector to utilize the evidence to advocate, support and formulate new policies and strategies to fill gaps.

The IM Youth Volunteer works within the Nutrition Section to support nutrition reporting and monitoring. The Volunteer provides technical, operational and administrative assistance throughout the programming process for the nutrition programmes within the Country Programme, from development planning to delivery of results. In doing so, the Volunteer implements a variety of technical and administrative programmes tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results.

Sustainable Development Goals  4. Quality Education

Task description

Under the direct supervision of the Information Management Specialist, the UN Youth Volunteer will undertake the following tasks:
• Support implementation of identified modalities for nutrition data collection within nutrition online database in collaboration with Public Nutrition Directorate (PND) and nutrition partners
• Support development of national guidelines and standards for nutrition data collection and reporting
• Provide technical support and oversee collection, analysis, interpretation and dissemination of nutrition information from routine Health Management Information Systems (HMIS)/nutrition online database/Weekly Iron Folic Acid Supplementation online database, survey’s database, and Geo Location Monitoring (GLM) systems.
• Use information to monitor and oversee nutrition programmes and provide updated situation analysis of nutrition at national and sub-national levels in particular for Integrated Management of Acute Malnutrition, Community Based Nutrition Program, Weekly Iron Folic Acid Supplementation and Vit A supplementation
• Preparation and dissemination of technical reports, including but not limited to nutrition quarterly feedback/report, and nutrition dashboards;
• Building capacity of PND staff and Provincial Nutrition Officers (PNOs) on nutrition information management, and data use;
• Support nutrition cluster’s information management and monitoring activities including cluster monthly dashboards, 3 W mapping, severity mapping, uploading and disseminating all nutrition cluster products and documents in an appropriate way, including nutrition page and participants’ list updating
• Support and participate in Assessment Information Management Working Group and other IM related coordination mechanisms with partners and relevant information systems/units
• Undertake field visits
• Participate in other activities and tasks as required

Furthermore, UN Youth 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;
• Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
• 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 Youth 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.

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 development of capacity on information management and data use through coaching, mentoring and formal on-the-job training, when working with staff and governmental counterparts, including Implementing Partners (IPs);
- 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
- Set of standardized and integrated nutrition information system for nutrition data collection, analysis and reporting within government system at national and sub-national levels
- Nutrition information and situation analysis is comprehensive, accurate and updated in all relevant documents, including progress reports, annual reports, nutrition interventions’ dashboards,
- Produced required nutrition cluster IM product including but not limited to; cluster’s monthly dashboards, 3 W mapping, severity mapping, and another infographic, etc
- Conducted field visits

- 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>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Bachelor’s Degree in computer science, Public Health, Information management</td>
</tr>
<tr>
<td>Required experience</td>
<td>24 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>Demonstrated interest and/or experience (up to 2 years) in information management, reporting</td>
</tr>
</tbody>
</table>
Need Driving Licence: No

Language
- English (Mandatory), Level - Working Knowledge

Area of Expertise
- Public health Optional
- Software and applications development and analysis Optional

Area of Expertise Requirement
- Demonstrated interest and/or experience (up to 2 years) in information management, reporting and/or monitoring
- Knowledge on database development and advance knowledge of MS. Excel
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Readiness to conduct field visits sessions in a regular basis;
- Fluency in spoken and written English is required;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Competencies & Values
- Accountability
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Integrity
Conditions of Service and other information

Conditions of Service:

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included) and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

Supervision, induction and duty of care of UN Volunteers

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 and official processes;

- 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;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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.

**Application Code**
AFGR001515-6547

**Application procedure**
doa.apply_url
https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTUxNQ==

**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.