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
Afghanistan

Host Institute
United Nations Development Programme

Volunteer Category
International Specialist

Number of Volunteer
1

Duration
11 months

Possibility of Extension
Yes

Expected Starting Date
Immediate

Duty Station
Kabul [AFG]

Assignment Place
Non-Family Duty station

Assignment Place Remark
To support these efforts, UNDP is seeking an International UNV (INUNV) – Information Systems Technology Officer to work closely with the UNESP Election Information and Management Systems Specialist to ensure effective information systems technology support in the execution of services and processes in the interest of the IEC / ECC and UNESP. The International UNV Information Systems Technology Officer will promote a client, quality, and results-oriented approach.

The UNESP is being implemented under Direct Implementation Modality (DIM). UNDP rules and regulations govern the project implementation including, but not limited to, resource management, procurement, recruitment, audit, and evaluation. IEC and ECC are the main partners of the project. The Project is managed by a Deputy Chief Electoral Advisor/Project Manager, reporting, on fiduciary and operational matters, to the UNDP Resident Representative, and substantively to the UN Chief Electoral Advisor. The Country Office ensures that the project’s monitoring, reporting, procurement, and recruitment functions are carried out fully in line with UNDP’s programming requirements, and, in this respect, the Project has developed a monitoring and evaluation (M&E) framework to track project progress and results. The Deputy CEA/Project Manager through the project structure will ensure adherence to project implementation requirements, stakeholder coordination and timely project reporting, while the CEA will ensure effective donor
Living Conditions

Afghanistan is a hardship duty station with a volatile security. Living and working conditions for UN volunteers in UNAMA and UNDP are similar to the living conditions of all other internationally recruited staff members. UN volunteers are provided with safe accommodation in an extensive compound in Kabul with good infrastructure and amenities. The UN has two compounds in Kabul: Compound Alpha, and UNOCA (UN Operational Complex in Afghanistan) the largest one.

The UNDP office is located at the UNOCA compound on Jalalabad Road, at some distance from central Kabul.

Generally speaking stringent security measures are in place throughout the country and UN volunteers as other UN staff, are quite limited in all Afghan duty stations when it comes to movement, walking virtually not allowed. The movement is done inside the “green box” (only) only in armored vehicles driven by national qualified UN drivers. Many places are off limits (including restaurants). There is also a curfew throughout the country, generally from 11pm to 5:30am but this can very between duty stations. UN staff in Afghanistan, including volunteers, are not permitted to walk in the streets or shop in Kabul.

UNV volunteers serving in Afghanistan must be prepared to endure the challenges associated with a post-conflict environment. Afghanistan is a non-family duty station and accommodation is limited to selected UN approved, MORSS+ compliant premises (MORSS = UN Minimum Operating Residential Security Standards). The UNDP Security section provides these guidelines during the initial security briefing upon arrival in the mission area.

Upon arrival, volunteers are accommodated at the UNV/UNDP designated accommodations within the UNOCA which may be in containers. These accommodations are furnished with basic necessities. Accommodation costs in these high-security residential facilities can be high. Volunteers may or may not have access to cooking facilities in their residence and may have to rely on canteens / food service facilities located within their residences.

Inside the UNOCA compound are two cafeterias, a restaurant, a “Superette” and 3 small shops which provide a variety of imported canned and frozen food on offer. There is a Fresh vegetable market daily. There is also a social center, a gym hall and a small library with books and DVDs, run by the welfare Office, within the same compound.

In the provinces, the situation is different where UN personnel are confined to guest houses; in most of the regions, both electricity and water are readily available, although water can sometimes run low as a result of severe droughts in the last couple of years. Most guesthouses have secured water (e.g. through a well in the compound) and generators in the event of power failure.

Some degree of medical service is provided in all UN duty stations in Afghanistan. There is a UN clinic in UNAMA/UNOCA complex and access is granted in Kabul to other private inter-national clinics.

Most products/staples are common in the markets e.g. rice, meat, vegetables, cooking oil, salt etc. UNOCA has a minimarket where basic goods can be bought also. There are also a num-ber of UN cleared supermarkets in Kabul, in Jalalabad, and in Mazar-I-Sharif.

Contact with and outreach to the local community is usually limited. As mentioned many places are off-limits and the choice of recreational facilities are very poor. For all these reasons, bring a stock of books, DVDs/VCDs, computer games, etc., is highly recommended.

Living allowances are paid in US$ at the end of each month, but bank transfers by UNDP to accounts abroad are possible. There are several Western Union money transfer offices in Kabul and two other international banks are operating downtown as well as in the UNOCA compound.

Summer in Afghanistan is hot and dry but winter is the opposite – cold and wet. Therefore, both summer and winter clothing and comfortable boots with insulation are necessary. Most common consumer articles are available in Kabul (and in the regions).

Afghanistan is a unique country and UNAMA is a unique UN mission. It requires more stamina, commitment, and flexibility than elsewhere to make life comfortable and affordable. Therefore flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are absolutely essential.
Organizational Context & Project Description

The UN Electoral Support Project (UNESP) is the international community’s programming vehicle to support the electoral process in Afghanistan. The Project has two overall objectives: 1) to build the capacity of the Afghan electoral institutions (the Independent Elections Commission [IEC] and the Electoral Complaints Commission [ECC]) to implement elections in line with the national electoral legal framework and Afghanistan’s international commitments; and 2) to allow a programming mechanism for the international community to partially finance the elections as per the request of the Government of Afghanistan. The project follows previous UN projects in support of the Afghan electoral process, most notably the Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) projects, from 2006-2011 (ELECT I) and 2012-2015 (ELECT II), and the UNDP Project Initiation Plan that is in place since July 2015 – October 2017.

Elections are an integral part of the global push towards a better tomorrow. Sustainable Development Goal 16: “Peace, Justice and Strong Institutions” offers specific guidelines to tackle imperative challenges such as building effective, accountable, and inclusive institutions; guaranteeing election integrity and trust; and ensuring responsive, inclusive, participatory, and representative decision-making at all levels. Towards this goal, UNESP provides technical and operational support with international technical election experts to the electoral management bodies (EMBs). The overall focus is on providing a more cost efficient and effective project business model by using best technical and operational practices, encompassing UNDP’s values of integrity, transparency, mutual respect, professionalism, accountability, and results orientation. The UNESP also contributes to SDG 5 by mainstreaming gender[1] throughout the project activities and in output indicators related to women’s participation, reflecting the importance that the project places on increasing the position of women in Afghan electoral and political processes. The support through UNESP reflects the growing sustainability of the Afghan electoral process, as evidenced by the Government of Afghanistan’s financial commitment to both electoral institutions, and the provision of significant in-kind support to the implementation of elections.

Election assistance in Afghanistan is placed under the political and supervisory oversight of the UN Assistance Mission in Afghanistan (UNAMA) and is delivered by an integrated UNAMA and UNDP electoral support team led by the UNAMA Chief Electoral Advisor. The UNESP is managed by a UNDP project manager that also serves as deputy to the UNAMA chief electoral advisor and reports to the project Board.

The UNESP is currently in its final year and is focused on supporting the IEC and ECC in sustaining the achievements already made and working towards strengthening capacities further in the following areas:

- administration of election events by the IEC.
- credible electoral dispute resolution by the ECC.
- capacity building for IEC and ECC.
- public outreach (through IEC/ECC) to encourage engagement in the electoral process.
- polling center specific voter list produced for upcoming election events; and
- IEC and ECC undertake relevant activities regarding electoral reform.

To support these efforts, UNDP is seeking an International UNV (INUNV) – Information Systems Technology Officer to work closely with the UNESP Election Information and Management Systems Specialist to ensure effective information systems technology support in the execution of services and processes in the interest of the IEC / ECC and UNESP. The International UNV Information Systems Technology Officer will promote a client, quality, and results-orientated approach.

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Sustainable Development Goals

16. Peace, Justice and Strong Institutions
Under the direct supervision of the Election Information and Management Systems Specialist the International UNV will work with the UNESP Team at the ECC to provide support to the ECC on support related work regarding:

1. System Development and Maintenance
   - Maintain the existing Election Dispute Resolution Case Management system to include features that address deficiencies and shortcomings identified during the 2019 Presidential election.
   - Developing, testing, and debugging additional windows applications and web applications using Microsoft .NET technologies (ASP.NET MVC, and Windows Forms) or web applications using technologies such as HTML, JavaScript, Angular JS and other frameworks as needs arise.
   - Developing, testing and debug standardised reports and ad hoc reports created in Crystal Reports and Microsoft SQL Server Reporting Services and PowerBI.
   - Provision of support for deployed computer application systems including version management, deployment and data recovery.
   - Preparation of technical and user documentation for deployed software applications, as well as training materials, and conduct technical presentations using Visio and MS Office products.
   - Maintaining of functional specifications for software applications and procedures developed and/or modified.

2. Network Infrastructure and Server Support
   - Assist ECC IT Manager and members of the technical team in the administration and support of the network and server infrastructure.
   - Assist ECC IT Manager and members of the technical team in the troubleshooting and resolving problems within their network and server infrastructure.
   - Assist the ECC IT Manager and members of the technical team in recommending equipment, supplies and materials for maintaining ECC Network and Server Infrastructure.
   - Promote cyber security awareness within the ECC.

Perform any other work-related 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;
- 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 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;
- Encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- The key results have an impact on the overall UNESP efficiency in providing advisory services and success in strategy development and planning for ECC staff capacity development and institutional consolidation. Accurate, thoroughly researched and documented electoral advice ensure client satisfaction and enhance UNESP credibility in electoral communications and public outreach;
- 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

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- 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>
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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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Education - Additional Comments

- Advanced university degree (Masters) in Computer Science or related field; or a Bachelor's degree in the above fields with additional years of experience (7 instead of 5 years).

Required experience 36 months

Experience Remark

- A minimum of 3 years of relevant technical experience in systems analysis, development and programming using Microsoft .NET/C#, ASP.NET and/or ASP.NET MVC, coupled with JavaScript, HTML and jQuery is required.
- Experience in designing and developing relational databases on Microsoft SQL Server is required.
- Experience in Windows services is required.
- Experience in working with Windows forms development, Windows WPF is required.
- Experience in working with Crystal Reports and Microsoft Reporting Services is required.
- Experience in working with Power BI is desirable

Language

- English (Mandatory) , Level - Working Knowledge

Area of Expertise

- IT architecture and IT project management Mandatory
- Software and applications development and analysis Mandatory

Area of Expertise Requirement

- A minimum of 3 years of relevant technical experience in systems analysis, development and programming using Microsoft .NET/C#, ASP.NET and/or ASP.NET MVC, coupled with JavaScript, HTML and jQuery is required.
- Experience in designing and developing relational databases on Microsoft SQL Server is required.
- Experience in Windows services is required.
- Experience in working with Windows forms development, Windows WPF is required.
- Experience in working with Crystal Reports and Microsoft Reporting Services is required.
- Experience in working with Power BI is desirable

Need Driving Licence No

Competencies & Values
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:


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
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 Entities)**

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**

AFGR001588-9041

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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 March 2021

**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTU4OA==](https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTU4OA==)

**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.*