UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CAFR000647--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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Central African Republic</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-07-2019</td>
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<tr>
<td>Duty Station</td>
<td>Bangui [CAF]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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<tr>
<td>Assignment Place Remark</td>
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demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

Living Conditions

The Central African Republic (CAR) has sixteen Prefectures in addition to the District of Bangui. The country is landlocked with very limited travel possibilities and surrounded by countries with volatile and security problems (Chad, DRC, Sudan, and Cameroon). Volatile socio-political situation and social unrest and grievance with frequent civil servants strikes causing interruption of health, education and civil service
due to years of unpaid salaries. Power cuts are a norm causing insecurity in town. The population including the expatriates is concerned about increasing cases of criminalities as a direct result of the March 2013 coup by SELEKA – a coalition of rebel groups and recent events in December 2013 that carried country into a chaos. The country is totally dependent on Cameroon sea port situated 1500 kms away causing regular shortage of basic domestic goods. Travel time from Douala (Cameroon) to Bangui for a truckload averages a week because of very bad roads and several roadblocks. The country security level is between 2 and 5 restricting movement to official travel only. The UNDSS security classification road of map in CAR as of January 2018 highlighted a potential risk with military escort on over 2/3 of the roads countrywide. Currently the curfew applies from 10 pm to 6am and the security is extremely volatile. This situation puts tremendous stress on staff and their family members. There are very limited medical infrastructures and services do not function properly. Nevertheless, a UN Dispensary as well as UN hospitals provide basic medical care for the UN personnel. Four airlines officially recognized by UN System serve the country: Air France and Kenya Airways (twice a week), Royal Air Maroc and Asky (three times a week). Flights are subject of cancellation when security situation volatility increases. UN flights are also available to move towards UN operation areas in the country. R&R scheme has been re-established since August 2013 and maintained for all CAR duty stations to a 6 weeks frequency. Living conditions are becoming more and more difficult due to the prices increase and scarcity of basic products and food. Fresh vegetables and fruits are available in the market. Private accommodation possibilities are limited and getting a house according to the security measures can take about 4 weeks or more. Nevertheless, currently all serving UN Volunteers can live in UN Compounds with a decent accommodation ensuring minimum and above the minimum standard of comfort. The average cost for accommodation varies from around 500 USD, for a small apartment with no furniture and no power generator, to 1700 USD with all commodities. For the sake of rewarding experience, UN volunteers in CAR carry out their duties with flexibility, commitment, and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Assignment Details

Assignment Title

INFORMATION MANAGEMENT OFFICER

Organizational Context & Project Description

The Central African Republic (CAR) has been affected by a complex humanitarian and protection crisis since December 2012. The violence against civilian populations observed in 2017 has reached a level unprecedented since the height of the crisis in 2014. While the election of President Touadera in March 2016 had raised expectations and hopes for a gradual return to stability and normalcy, for the first time in two years, insecurity and violent conflicts have uprooted more than one in five families from their homes. The proportion of people in need of humanitarian assistance is among the highest in the world. Nearly half of all Central Africans – including 2.2 million children – depend on aid to survive. Population movements have taken place in remote and inaccessible areas – many of which are without road access due to a lack of bridges, which have been purposely destroyed by armed groups. As of 31 December
2017, the commission on population movement (CMP) members and partners reported that 688,700 people were internally displaced. Access is also hampered by poor road conditions, especially during the rainy season. At the same time, fragmentation and extreme violence by some armed groups make it difficult to engage and negotiate humanitarian access, making assessment and response missions increasingly onerous and difficult to carry out.

It is the children who are the most affected by the ongoing conflict. They need prompt and quality humanitarian assistance in addition to basic social service, however, in the majority of territories in the country, the assistance is not available. The absence or weak presence of child protection actors in addition to the lack of basic social services, which, in principle, are supposed to be provided through the state service. Children needs a protective environment against many protection risks such as abuse, exploitation and recruitment by armed groups.

In 2017, UNICEF and its partners assisted 3,066 children formerly associated with armed groups with release and socio-economic reintegration; 128,785 children including 60,199 girls benefited from recreational activities in 120 mobile and fixed child friendly spaces and community centers in conflict and post-conflict situations; 939 GBV/SEA survivors including 282 survivors of SEA allegedly committed by international forces including MINUSCA forces and other humanitarian actors, received holistic assistance.

Under the supervision of the chief child protection section, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the accomplishment of the stated key end-results by providing support and assistance in humanitarian information/data collection, statistics and data analysis, preparation of reports, communication and partnership.

Background Information – Job specific

CAR is the third largest humanitarian crisis in the world, after Yemen and Syria, in terms of the proportion of the population in need of humanitarian assistance. According to the 2019 Humanitarian Needs Overview (HNO), 2.9 million people (more than half of whom are children) are in need of humanitarian and protection assistance, an increase of 16% over 2018. 1.6 million people have acute and immediate humanitarian needs. Despite a certain lull in some localities, which facilitated the return of more than 230,000 people to their places of origin, forced and continuous displacement took place in several regions of the country throughout 2018. In September 2018, there were more than 643,396 internally displaced persons throughout the country. The Central African refugees increased from 542,896 in 2017 to 573,242 in 2018. Two-thirds of the IDPs are in host families and one-third in 77 internal displacement sites.

Thus, the security situation in CAR remained volatile. Violent competition between armed and criminal groups for access and control of strategic sites and economic resources, and intercommunal tensions including deep mistrust between Muslim and Christian communities remained the primary source of insecurity and threat against civilians, including children. Cycles of armed group attacks and reprisals targeting civilians, IDP camps, health centres and places of worship led to at least 722 civilian, conflict-related deaths in 2018.
Efforts to push forth peace and stabilization at the local level contributed to the overall decrease in the number of incidents and victims of grave child right violations against children in 2018. There was a decrease of 37% in the number of incidents and 48% in the number of victims, with 381 incidents affecting 310 children (139 girls/171 boys) as opposed to 605 incidents affecting 601 children (268 girls/333 boys) in 2017. Nevertheless, the number of children killed or maimed in conflict saw an increase of 9%, indicating that the situation remains of significant concern.

This situation is based on child protection indicators that are already alarming: 60% of the women are married before 18, 39% of the births are not registered and 92% of children are believed to be victims of violence. The number of children accused to do witchcraft becomes also an alarming issue.

To facilitate the transition towards a peaceful environment, the Government has published the Plan de Relèvement et de Consolidation de la Paix en Centrafrique (RCPCA, National Recovery and Peacebuilding Plan for the Central African Republic) 2017-2021, in which it sets out its priorities around three strategic pillars: (a) supporting peace, security and reconciliation; (b) renewing the social contract between the State and the population; and (c) promoting economic recovery and restoring production sectors. Issues related to children are well reflected in these three strategic pillars, in particular, the release and reintegration of children associated with armed groups, birth registration, and care and protection of vulnerable children.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of Child protection Specialist in Bangui, the UN Volunteer will undertake the following tasks:

1. Information management system and tools development and maintenance

   - In collaboration with emergency focal points of different partners (Child protection sub cluster), programme staff in zonal offices and the UNICEF M&E Officer design processes and flows for the collection, compilation, analysis of humanitarian data, the definition and harmonization of smart humanitarian and development indicators and targets.
   - Actively participate in the relevant meetings to collect/update child protection related information and information management.
   - Strengthening interagency child protection information management capacity at the global level
   - Improving quality of child protection coordination, specifically on Information management, at field level
   - Developing national CPIE capacity in the area of information management

2. Decision making support with timely information and accurate analysis products.

   - Support strategic and operational decision making by processing and producing evidence-based
analysis, and presentation of results in the most appropriate format (e.g. reports, maps, presentations).

3. Capacity building of staff and partners

- Support internal coordination mechanisms to ensure consistency between humanitarian data and indicators with regular programmes data and indicators
- Contribute to build capacities of emergency focal points, UNICEF zonal office’s relevant staff

4. Contribute to donor relations and fund mobilization with contribution to project proposals, donor reports.

- Support child protection and related staff to make sure the project proposals and donor reports are submitted in timely manner.
- Support child protection and related staff to communicate donors, if applicable.

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

1. Coherent data on child protection in emergency and other aspects of child protection system is available
2. Regular timely and quality inputs are provided to donors, proposals and reports
3. Weekly and monthly situation report are provided and share with relevant section
4. Quality fund mobilization and communication tools are developed with the support of relevant colleagues in the section.

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

• 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
- Master’s degree in social sciences, development planning, evaluation, survey implementation, advanced statistical research.

### Required experience
- 24 months

### Experience Remark
- Two Professional work experience in programme development and implementation including information management and monitoring and evaluation activities as follows:
- Two years of relevant professional work experience in developing country
- At least one year of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred

### Language Skills
- French (Mandatory), Level - Fluent
- And One of these - English (Mandatory), Level - Working Knowledge

### Area of Expertise
- Other emergency management experience Mandatory
- Monitoring and evaluation Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

### Area of Expertise Requirement

**Professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

**Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.

**Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new
developments in area of expertise; ability to adapt to changes in work environment.

Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.

Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups.

Flexibility, adaptability: ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary. Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Need Driving Licence

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Click here to view Conditions of Service

We are inspiration in action

11 Jun 2019
Conditions of Service for International Specialist:

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$ 1,631. 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

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.

Application Code CAFR000647-4732

Application procedure

* Not yet registered in the UNV Talent Pool?

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?
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:** 11 June 2019

**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.