

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHER000011--ICT 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	Switzerland
Host Institute	United Nations Environment Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Geneva [CHE]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Geneva is an international hub with many UN and international agencies. It is considered generally safe, with excellent infrastructure and transport links inside the country, to neighbouring countries and beyond. It is a multicultural city that has a significant tolerance for different lifestyles. The cost of living is considered one of the highest in the world. Geneva provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as commitment to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in different conditions, are essential.

Assignment Details

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W. www.unv.org

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

Assignment Title ICT Officer

Organizational Context & Project Description

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival (www.cites.org). The CITES Secretariat is administered by UN Environment and is located at the Geneva duty station.

This UN Volunteer assignment is part of the CITES Secretariat's work under the Knowledge Management and Outreach Services (KMOS), and mainly concerns the post-CoP18 updates on the CITES website (<http://cites.org>), as well as the revamping/revival of the contents of the CITES Virtual College (<https://cites.unia.es/>), so that relevant materials are available to Parties and other stakeholders in a timely manner.

Sustainable Development Goals 15. Life on Land

Task description

Within the delegated authority and under the supervision of Chief, Knowledge Management and Outreach Services (KMOS), CITES Secretariat or his/her designated mandated representative(s), the UN Volunteer ICT Officer will:

- Update the website with CoP18 outcomes as well as routine data such as meeting documents, Notifications, export quotas, news items, CITES directory, CITES Registers, etc.;
- Assist the substantive officers in the Secretariat in their development and updating of the pages under their responsibility to reflect CoP18 outcomes;
- Review the contents of the CITES Virtual College, and propose how they could be streamlined, reorganized and redesigned to address user needs;
- Prepare new/revised web contents in the CITES Website with the aim to launch the new CITES Virtual College microsite;
- Work closely with the server host/network manager to ensure that the Web server works properly with regular backups, disaster recovery and security measures;
- Provide technical backstopping to various electronic tools/functions of the Secretariat, such as the meeting registration database and the document sharing and tagging systems;
- Bring any emergency issues that may arise to the attention of the supervisor and seek guidance on addressing it;
- Any other related tasks as may be required or assigned by the supervisor.

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

As an active CITES Secretariat team member, efficient, timely, responsive, client-friendly and high quality support rendered to the CITES Secretariat and its beneficiaries in the accomplishment of her/his functions, including:

- An updated CITES Website that contains new/revised information that reflects the outcomes of CITES CoPI 8;
 - New pages on the CITES Website in accordance with the guidance from the management team;
 - Draft new CITES Virtual College pages that would replace the current pages at <http://cites.unia.org>; and
 - Smooth day-to-day operationalization of the Convention's web- and electronic- tools and services.
- 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

Advanced university degree (Master's degree or equivalent) in computer science, information systems, electronics engineering or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Required experience 24 months

Experience Remark

- At least two years of relevant work experience in Information Technology and applications involving computer system networks or related area are required.

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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.



<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: 10 September 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.

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