

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

COGR000120--Information Analytics Associate

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	Congo
Host Institute	World Health Organization
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Brazzaville [COG]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Your assignments are always considered non-family.

Living Conditions

The Republic of Congo is a small country in the Central African Region. Its capital, Brazzaville is a relatively safe city located along the Congo River opposite Kinshasa, the capital of the Democratic Republic of Congo. Living conditions in Brazzaville is fairly okay with the usual amenities present. Public power supply and running water is not always stable. The ability to live and work in difficult and harsh conditions of developing countries is essential. The standard of living including accommodation is very expensive. There are a few supermarkets in the city, but consumer items are generally expensive as most things are imported. Congo Brazzaville is a unique country and working at the Regional office in Africa for WHO is unique experience of learning about the 47 countries the office serves. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Information Analytics Associate

Organizational Context & Project Description

The World Health Organization has prioritized improving availability and its use in decision making, as a key deliverable for supporting countries in monitoring other progress and issues with moving towards Universal Health Coverage (UHC) and other health related Sustainable Development Goal (SDG) targets. To achieve these expectations, WHO in the African Region (WHO-AFRO) under the Health Systems and Services cluster is providing support to countries around improving systems for data generation, analysis and its use. The African Health Observatory (AHO) is a web-based platform that serves four functions: a) Storage and sharing of data and statistics; b) Production and sharing of evidence through the analysis and synthesis of information; c) Sustaining networks and communities, for better translation of evidence; and d) Supporting countries establish national or sub-national health observatories. The Observatory is coordinated by the African Health Observatory and Knowledge Management Unit in WHO-AFRO.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the direct supervision of Health Information and Knowledge Team Lead, the main role of the Volunteer will be to support Congo advocate for SDG and support implementation of SDG Global Action Plan (GAP) Activities.

- Assist in gathering data and examining data for the analytics platform of the African Health Observatory
- Support the analysis and visualization of gathered data
- Collaborate with the African Health Observatory focal point in the maintenance of the analytics platform of the observatory
- Assist with the coordination and documentation of best practices for achieving Universal Health Coverage in countries
- Assist in the preparation of Health System Services cluster (HSS) related meetings such as the Directors of Planning Meeting
- 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

- Support in maintaining a functional analytics platform of the Observatory provided
 - Support in documentation of best practices in countries provided
 - Tasks assigned are completed in due time
- 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

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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Education - Additional Comments

Required experience 0 months

Experience Remark

- Demonstrated interest and/or experience (up to 1 year) in health systems
- Good interpersonal, networking and communication skills;
- Strong writing and analytical 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;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, website platform, and others).

Language

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

Area of Expertise

- Other health related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Planning and Organizing
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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 (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 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;

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- 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.
- 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 COGR000120-7546

Application procedure

* Pas encore enregistré/e dans la banque de candidats VNU ?

Veillez d'abord enregistrer votre profil sur le site : <https://vmam.unv.org/candidate/signup>.

Important : Une fois votre compte créé, veillez à compléter toutes les sections de votre profil et le soumettre. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial'. Enfin, sélectionnez l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

* Vous avez déjà un profil dans la banque de candidats VNU ?

Veillez d'abord mettre à jour votre profil sur le site : <https://vmam.unv.org/candidate/profile>.

Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial' pour sélectionner l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

Ceci est une annonce pour une affectation VNU national. Par conséquent, seuls les citoyens du Congo et les résidents légaux du Congo ayant une carte de résident de ce pays, le statut de réfugié ou d'apatride peuvent postuler à cette annonce. N'oubliez pas de cocher oui pour: « Je voudrais être considéré/e pour le volontariat dans mon pays. »

Date limite pour postuler : 10-08-2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Q09HUjAwMDEyMA==>

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.