

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000896--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

Country of Assignment	Egypt
Host Institute	International Organization for Migration
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Cairo [EGY]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Cairo
is
a
Security
Level
3
(Moderate)
and
category
"A"

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W. www.unv.org

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Duty
Station.
Cairo,
the
capital
of
Egypt,
is
among
the
largest
cities
not
only
in
Africa
and
the
Middle
East
but
also
globally
the
19th
largest
city
across
the
world).
It
is
also
one
of
the
most
densely
populated
cities
worldwide
with
a
population
in
excess
of
16
million
people.

The
weather
in
Cairo
is

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mostly
warm
or
hot
with
cool
nights:
a
very
hot
summer
May
to
October
and
a
mild
winter
November
to
April.
The
city
is
very
dry,
with
an
average
of
about
one
centimetre
of
rain
a
year
but
can
have
high
humidity
levels
in
summer.
Cairo
occasionally
experiences
dust
summer
storms
brought
by
the
sirocco

hot
winds
characteristic
of
the
country's
climate
in
April.

Cairo
(and
Egypt)
has
long
been
a
centre
of
the
region's
political
and
cultural
life,
with
high
levels
of
tourism.

Like
other
similar
cities,
Cairo
offers
good
quality
life
in
terms
of
access
to
shopping
centres,
banks,
medical
services,
cultural
events,
etc.

Assignment Details

Assignment Title Information Management Officer

Organizational Context & Project Description

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Sustainable Development Goals 10. Reduced Inequalities

Task description

Under the overall supervision of the Senior Regional Resource Management Officer SRRMO and the direct supervision of the Regional Information Technology Officer, and in close coordination with the respective Regional Recourse management and Regional Thematic and technical experts and in coordination with Information and Communications Technology (ICT) Central Teams, the successful candidate will ensure the optimized use of IOM software solutions and be responsible for the analysis, development, deployment and maintenance of assigned IM activities and database solutions;

- Ensure full compliance with ICT Standards while coordinating as necessary with ICT Central team for piloting of innovative software development solutions and procedures. Draft the required documentation using IOM ICT Technical Architecture standard documenting, coordinate the approval required by ICT Technical Architecture Review team on the design solution.
- Establish and maintain a streamlined process for software development, integration, deployment and support to ensure sustainability of software undertakings including the development and improvement of strategies for repository deployment, layered software defense, caching, concurrency, redundancy, active directory integration, software assurance, backup and recovery, as well as software maintenance.
- Provide software development guidelines on the design, enhancement, testing and deployment of IOM the Regional Office (RO) software portfolio as well as project management oversight for the software development.
- Work with subject matter experts (SMEs) and various stakeholders in understanding business and proposing streamlined workflows during requirements analysis ensuring scalability and business continuity of database solutions.
- Develop online forms, applications, workflow for Share point online and Services for Automation of Business Processes in SharePoint Online using Microsoft Power Apps and Power Automate.
- Ensure the creation and maintenance of reliable documentation (i.e. SOP kits) to track all aspects of the RO software development portfolio including applications, business rules, database design, troubleshooting, user and technical manuals, and application installation and code deployment.
- Design, develop and implement dynamic reporting solutions and visualization using Power Bi and other standard visualization tools.
- Manage and implement application project plans, testing, release and support of Regional Office databases and applications in a sustainable manner.
- Update staff changes in workflow and/or procedures and conduct knowledge-transfer initiatives on application development, support and reports production as required.
- Perform such other duties as may be assigned.

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

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- As an active IOM team member, efficient, timely, responsive, client-friendly and high-quality support rendered to IOM and its beneficiaries in the accomplishment of her/his functions, including:
 - Support in the optimized use of IOM software solutions;
 - 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.
- 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

Education - Additional Comments

- Master's degree in Computer Science, Information Management, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

Required experience 48 months

Experience Remark

- Extensive experience in designing, creating, configuring Microsoft SharePoint online, creating online applications and workflows using Microsoft Power Apps, Power Automate and Microsoft Flow. Proficiency in developing and implementing visualization reports/dashboards with PowerBI;
- Experience in developing and deploying n-tier web-based applications using C#.NET and software support and maintenance processes;
- Extensive knowledge of Relational Database Data analyses and reporting; of modular and scalable systems, and software development lifecycle;
- Experience in Agile principles, Timeboxing, Rapid Application Development, or similar software development methodologies; Experience in Project Management methodologies (certification in PRINCE2 or PMI an advantage);
- Experience in administering SQL database servers and/or using SQL queries and T-SQL programming is an advantage;
- Familiarity with DevOps tools such as Katalon/Selenium, Jenkins, Puppet/Chef, etc. an advantage.

Language

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

Area of Expertise

- Software and applications development and analysis Mandatory
- Public information and reporting Mandatory
- IT architecture and IT project management Mandatory

Area of Expertise Requirement

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Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Communication
- Ethics and Values
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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 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 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\$ 1,651. 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 EGYR000896-8367

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>.

Then go to 'My Page' at <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: 21 January 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDg5Ng==>

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.