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.

Country of Assignment
Haiti

Host Institute
International Organization for Migration

Volunteer Category
International Specialist

Number of Volunteer
1

Duration
12 months

Expected Starting Date
Immediate

Duty Station
Port-au-Prince [HTI]

Assignment Place
Non-Family Duty station

Assignment Place Remark

Living Conditions
Haiti shares Hispaniola with the Dominican Republic in the Caribbean Sea. Haiti has strong agricultural, tourist, cultural, even industrial potentialities. But development efforts are undermined by continued environmental degradation, economic and social crisis, and political instability. The country remains vulnerable to unrest and sporadic violence. The entire country is in Security Phase III which requires authorization for all personnel movements.

Haiti is a non-family duty station. The country is mostly mountainous, with a tropical climate. There are two rainy seasons (April-May and September-October). The hurricane season occurs from June to September and the average temperature is 25 degrees Celsius. The ability to live and work in difficult conditions of developing countries is necessary.
Assignment Details

Assignment Title
GIS and Information Management Assistant (Shelter and Non-Food Items (NFI))

Organizational Context & Project Description

The successful candidate will be in charge of coordinating the Information Management activities and the GIS tasks of the Shelter and Non-Food Items (NFI) Working Group, led by IOM in Haiti. Although not a formally activated cluster, this will be “cluster like” run in the style of a cluster

Sustainable Development Goals
11. Sustainable Cities and Communities

Task description

1. Support the SWG Coordinator in identifying the relevant information requirement of the Working Group partners and facilitate information sharing among stakeholders.

2. Support the Working Group Coordinator in all information gathering and coordinating information collection process including monitoring and analysing of data.

3. Participate in the analysis of data as well as visualization (such as mapping, gap analysis, infographic, etc) and reporting to Working Group partners.

4. Upon SWG Coordinator’s demand participate Establish and maintain systems to ensure data confliction at field level hilts avoiding duplication.

5. Regularly engage and represent the Shelter Working Group in the Information Management Working Group and the Assessment Working Group, feed backing to the Working Group as relevant.

6. Elaborate and maintain the Shelter Working Group information management and mapping tools including but not limited to Working Group website, 4W, dashboard, snapshot and presence and intervention tracking as required.

7. Support the Working Group Coordinator and Technical Coordinator in developing a monitoring framework for the Working Group...
8. Liaise with humanitarian stakeholders and relevant government counterpart on behalf of the Shelter Working Group as required.
   Maintain contact with appropriate partner agencies when basic or special needs are identified.
9. Perform 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.

11. Perform Information Management activities for the Shelter and Non-Food Items (NFI) Working Group:
   - Ensure that the 4W is compiled nationally and at field level and kept up to date with de-conflicted information;
   - Maintain web presence at Sheltercluster.org and verify that up-to-date and relevant information is easily accessible to partners; Ensure that Shelter and Non-Food Items (NFI) Working Group meetings and facilitate access are well advertised, organized and that partners have access to discussed issues;
   - Maintain mailing lists in order to reach relevant partners and answer or redirect their requests.
Perform GIS activities for the Shelter and Non-Food Items (NFI) Working Group:

Provide on demand mapping; provide mapping of Shelter and Non-Food Items (NFI) Working Group partners activities
Inform the Shelter and Non-Food Items (NFI) Working Group coordination on Geographic Information issues.

Maintain contact with other Working Groups and the Office for the Coordination of Humanitarian Affairs (OCHA).

Monitor humanitarian IM / GIS initiatives;

Advise the Shelter Working Group on IM / GIS initiatives;

12. 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

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Results/Expected Outputs

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Qualifications/Requirements

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
University degree in Information Technology, Geographic Information Systems, Social Sciences, Statistics, Mathematics, economics or a related field from an accredited academic institution with 3 years of relevant professional experience; or School diploma with 7 years of relevant professional experience.

Required experience
36 months

Experience Remark
3 years of relevant professional experience; or School diploma with 7 years of relevant professional experience.
Experience in shelter and information management related activities in natural disaster or conflict situations, analysis, displacement mapping, tracking and monitoring. Experience in the areas of information management, coordination, shelter, displacement management, disaster risk reduction, Humanitarian reform are preferred; Experience in liaising with governmental authorities, and with other national and international institutions;

Language
- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Fluent

Area of Expertise
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Geographic information systems (GIS) and remote sensing Mandatory

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Area of Expertise Requirement
- Experience with GIS software (ArcGIS, QGIS), experience in managing a GIS team and in capacity development, experience in atlas’ system, advanced use of Excel, experience in data collection tools for challenging environments Experience with open data software’s and data base management
- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office or regional objectives

Emergency or Crisis
- Works effectively in high pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Supports adequate levels of information sharing between internal units, Working Group partners, IOM and other emergency response actors
- Establishes and maintains effective relationships with implementing partners
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 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

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**

HTIR000178-7316

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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:** 09-July-2020 at 23:59hrs, Germany time

**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/SFRJUJAwMDE3OA==](https://vmam.unv.org//candidate/show-doa/SFRJUJAwMDE3OA==)

**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.*