

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

HTIR000184--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

<b>Country of Assignment</b>	Haiti
<b>Host Institute</b>	UN Office for Coordination of Humanitarian Affairs
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Port-au-Prince [HTI]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### 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.

Food and water: Most super markets have re-opened but food is still quite expensive. Potable water is available in most

supermarkets at reasonable price.

Health: UN Volunteers should be aware that they are exposed to a number of tropical diseases and should complete all medical formalities specified in the offer of assignment before travelling and bring with them sufficient and appropriate medical supplies. The following vaccinations are required and/or recommended prior to travel or upon arrival: typhoid, hepatitis A and B, yellow fever (required for travellers arriving), polio, rabies, tetanus/diphtheria, measles-mumps-rubella (MMR), malaria (prophylaxis is recommended for almost all parts of the country).

Personal and Home Security is your own responsibility. All the UN personnel including UN Volunteers are advised to have 24-hour security outside your residence. UNDSS will give you a Security Briefing upon your arrival, including suggestions for improvement in the security situation of your residence, and will also make sure the compliance to UN Minimum Operational Residential Security Standard (MORSS). Local security is at stake with high insecurity rate and impunity.

UN Staff including UN Volunteers have a 24 hours' full access to a UN Medical Clinic. In addition to that, within UN Base premises, there is a cafeteria and supermarket where you can buy all kind of food/non-food items. It is relatively easy to find supermarkets in Port-au-Prince, but there is much less choice in the provinces. It is recommended to use only Mineral Water during your stay in Haiti, as local water is poorly treated and unsafe to drink.

Within UN Log Base, UN Staff can enjoy modern Satellites Intercontinental Communications. Electricity in Haiti is 110 Volts. Sockets fit round two-pin plugs (as in USA) but adapters can be easily found to fit Continental /European appliances. Electricity failure frequently occurs everywhere in Haiti and power surge protectors (about US\$ 30-40) are strongly recommended.

# Assignment Details

**Assignment Title** Information Management Officer

## Organizational Context & Project Description

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA provides support to the Emergency Relief Coordinator (ERC), who works with the Secretary-General and the Inter-Agency Standing Committee (IASC) in leading, coordinating and facilitating humanitarian assistance to respond to the needs of affected people, which includes internally displaced persons (IDPs). See [www.unocha.org](http://www.unocha.org).

**Sustainable Development Goals** 17. Partnerships For the Goals

## Task description

Within the delegated authority and under the supervision of the Senior Programme Officer, the respective Head of Office/Unit/Section, or his/her designated mandated representative(s), the UN Volunteer will:

- Coordination: establish and maintain an information management network in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; work with first responders such as the UN disaster assessment and coordination team (UNDAC) and on-site operations and coordination centre (OSOCC) to ensure a smooth transition of information tools and services; engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices; provide training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners; advocate for the use of data standards and common platforms, and for the open exchange of information;
- Web Management: manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards; work with external counterparts on related web platforms such as agency and cluster websites and ReliefWeb to facilitate cross-site search and interoperability;
- Data Management: design, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis;
- Data Analysis: organize, design and carry out the evaluation and analysis of location specific datasets through meaningful statistical techniques; participate in the development and revision of data standards (e.g. the Humanitarian Exchange Language)

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and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common

- Humanitarian Dataset; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability;
- Assessment Analysis: support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; provide advice on assessment design to ensure data quality; manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK);
- Geographic Information System (GIS) & Mapping: develop and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance; produce and update high-quality map products and online services; maintain a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services;
- Visualization: produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials;
- When working with (including supervising) national personnel or (non-)governmental counterparts, set aside dedicated time for capacity development, through coaching, mentoring and formal and on-the-job training;
- Perform other related duties 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

- Efficient, timely, client-friendly and high-quality information management support is rendered to OCHA and its beneficiaries
- 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

- An advanced university degree (i.e. Bachelor's degree or equivalent) in Emergency Management, Geographic Information Systems, Information Management, Computer Science, Statistics, Graphic Design, Social Sciences or other relevant field is required; a first-level university degree (i.e. Bachelor's degree or equivalent) in one of the afore-mentioned academic disciplines in combination with qualifying relevant professional experience may be accepted in lieu of advanced university degree;

**Required experience** 36 months

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**Experience Remark**

- Minimum 3 years of progressively responsible professional experience in information management, information systems, disaster management, humanitarian action or in related field is required; relevant experience managing information in a conflict or disaster context at the international level for OCHA, a UN agency or a cluster is desirable;
- Spoken and written fluency in English; knowledge of French and/or Arabic desirable; knowledge of another official United Nations language or local language is an advantage;
- Strong overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.), and office technology equipment;
- Desirable: valid driver's license and proven ability to drive manual gear 4 x 4 over rough terrain;
- Ability to perform duties under stress and in insecure, isolated and potentially hostile environments;
- Sound security awareness;
- Have affinity with or interest in humanitarian action, post-conflict or natural disaster situations, volunteerism as a mechanism for durable development, and the UN System.

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

**Area of Expertise Requirement**

- information management,
- Information systems,
- disaster management,
- humanitarian action or in related field is required;
- relevant experience managing information in a conflict or disaster context at the international level for OCHA, a UN agency or a cluster is desirable;

**Need Driving Licence**

No

## Conditions of Service and other information

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

Note on novel coronavirus – COVID-19.

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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 (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

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;
- 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** HTIR000184-8239

#### Application procedure

##### \* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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:** 30 November 2020 at 23:59hrs, Germany time

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/SFRJUjAwMDE4NA==>

#### 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.*