UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000314—Information System Officer


Informations générales

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<th>Pays d’Affectation</th>
<th>Iraq</th>
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<td>Agence/Institution hôte</td>
<td>UN Investigative Team for Accountability of Da’esh/ISIL</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
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<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
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<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>d’affectation</td>
<td>Lieu d’Affectation</td>
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<tr>
<td>Bagdad [IRQ]</td>
<td>Lieu d’Affectation</td>
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<tr>
<td>Lieu d’Affectation sans Famille</td>
<td>Remarque sur le lieu d’affectation</td>
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UN personnel in Iraq operates in a volatile security environment. International personnel operating in Iraq must take online security awareness in the field training (BSAFE) prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) or SSAFE immediately upon arrival.

Baghdad, Iraq, is a non-family duty station which is classified as Hardship Level E by the United Nations Department of Safety and Security. UN staff members and United Nations Volunteers work and live in a secure compound. Their movements outside the compound are guided by the prevalent UN security

We are inspiration in action
The official offices of UNITAD will be located inside the “International Zone”, which comprises all UN Offices operating out of Baghdad.

Generally speaking, stringent security measures are in place throughout the country, and UN Volunteers, as other UN staff, are quite limited in all duty stations in Iraq when it comes to movement. Where travel to Baghdad is required movement within the “International Zone”, is done using armored vehicles. Currently there are UN flights (UNAMI) covering Iraq and Kuwait. There are many international flights to Erbil, Baghdad and Basrah.

The Rest and Recuperation (R&R) cycle in Baghdad is 4 weeks, with the designated place of R&R being Amman, Jordan. The dominant currency in use in Iraq is USD. The Iraq Dinar is used with an exchange rate of approximately USD 1 = 1,250 Iraqi dinars.

The market is mostly cash-based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in a limited number of shops. Inside the UN Compound, there are a number of restaurants and 1 mini-market to serve the staff. UN personnel need to be culturally sensitive and adjust to the culture of the country.

UNITAD is the Investigative Team mandated by Security Council resolution 2379 (2017) to support domestic efforts to hold ISIL (Da'esh) accountable their crimes by collecting, preserving, and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity, and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

Reflecting the global impact and reach of ISIL terrorist activities, as well as its extensive recruitment of foreign terrorist fighters, the Council has also requested the Special Adviser and Head of UNITAD to promote throughout the world, accountability for acts that may amount to war crimes, crimes against humanity or genocide committed by ISIL, and work with survivors to ensure their interests in achieving accountability are fully recognized.

In further recognition of the global nature of ISIL crimes, the Council underlined that another Member State in whose territory ISIL has committed acts that may amount to war crimes, crimes against humanity, or genocide, may request the Investigative Team to collect evidence of such acts, but only with the approval of the Security Council.

UNITAD is based in Baghdad, Republic of Iraq. Based on the mandate established pursuant to Security
Council resolution 2379 (2017) and the Terms of Reference regarding the activities of the Investigative Team in Iraq, as approved by the Security Council on 13 February 2018, UNITAD engages, *inter alia*, in the following activities:

- Collection of a broad range of existing documentary, digital and testimonial evidence, obtained from actors including Iraqi national authorities, other national governments, victims and witness groups, civil society bodies and international and regional organizations;
- Compilation and analysis evidentiary material to identify gaps that need to be filled;
- Conduct of targeted field-based investigations in order to obtain physical, digital, forensic and testimonial evidence that will serve to fill the gaps identified and support case development, through direct engagement with victims and witnesses;
- Preservation and storage of all evidentiary material collected by the Investigative Team in accordance with international standards;
- Produce comprehensive analytical case files capable of supporting domestic proceedings, both in Iraq and other Member States.

**Objectifs de développement**

16. Peace, Justice and Strong Institutions

**Description de l'action**

Under the direct supervision of the Information System Officer, the UN Volunteer will undertake the following tasks:

- Provide expertise in the configuration and deployment of IT and Communication solutions with regards to voice, video and data processing
- Support the digitization of documents in compliance with e-discovery best practices
- Participate in the configuration, testing and integration of systems to ensure that they operate reliably
- Create scripts (Python, ECMAScript and JavaScript) to automate workflows and enhance existing application features
- Receive and process user requests, provides technical support on relevant hardware and deployed applications.
- Support the implementation of security, integrity and backup policies
- Consult with users to gather needs and to ensure that solutions meet user or project requirements
- Prepare test scripts, test data, user guides and conduct user acceptance testing
- Provide training and application support to end users on Nuix, Relativity and Analyst Notebook
- Manage the provisioning of user access for local and remote users
- Keep up to date with new technology in the area of e-discovery
- Design maintenance procedures and putting them into operation
- Ensure software licensing laws are followed
- Any other related duties as may be required.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs
connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s'impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. - Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d'accueil. - Refléter le type et la nature des actions volontaires qu'ils entreprennent, y compris leur participation dans les réflexions substantielles. - Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. - Contribuer au Programme d'accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d'affectation ; - Promouvoir ou conseiller les groupes locaux dans l'utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- Efficient, timely, responsive, client-friendly and high-quality support rendered to UNITAD in the accomplishment of her/his functions.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 / Exigences

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Niveau de qualifications - autres commentaires</td>
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<tr>
<td>A university degree in IT, archival science, records management, information management or related fields;</td>
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Expérience Requise

5 mois

Remarques sur l'Expérience

- A minimum of 5 years of responsible experience in archives management, records management or information management;
- Experience of managing physical records in a variety of media and formats, including artefacts;
- Fluency in English is required; working knowledge of Arabic is desirable;
- Proficiency with MS Office applications, and good general computer literacy;
- Sound security awareness;
- Affinity in project management.
Linguistiques
- English (Mandatory), Niveau - Fluent
- AND - Arabic (Optional), Niveau - Working Knowledge

Domaine d'expertise
- Knowledge management, archiving and documentation Obligatoire
- Software and applications development and analysis Obligatoire

Domaine d'expertise requis
Permis de Conduire exigé Non

Compétencies et Valeurs
- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions de service et autres informations

Conditions de service
Click here to view Conditions of Service

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.
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.

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.

**Code d'application**

IRQR000314-6439

**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:** 11 March 2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/SVJRUIJAwMDMxNA==

**Avertissement**

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.