Descripción de la asignación de voluntarios NU

JORR000453--Call for Applications - Data Management Officer

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

<table>
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<tr>
<th>País de la asignación</th>
<th>Jordan</th>
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<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>United Nations Volunteers</td>
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<tr>
<td>Categoría de Voluntariado</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>6 meses</td>
</tr>
<tr>
<td>Posibilidad de extensión</td>
<td>Sí</td>
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<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Amman [JOR]</td>
</tr>
<tr>
<td>Lugar de Asignación</td>
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<td>Observación sobre el lugar de asignación</td>
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Amman, the capital, is a peaceful city with over four million residents. People are friendly to visitors.
Services in terms of banking, transportation, health and communications are easily-available. Though Arabic is the official language, English is widely spoken among the majority of the population, especially in Amman. Road network is good both in terms of spread and quality of the roads. Public transportation in Amman is limited. Taxis are relatively cheap and easily available. There are a number of shopping malls, restaurants, gyms, and cinemas. A large variety of accommodation options can be found; however, it is worth noting that prices in Amman have generally increase in the past few years. There are no specific security threats. Amman is a very easy city in which to live; large, many amenities, very modern and serviced by an international airport with direct flights to most capital cities. According to the assessment of the UN Department of Safety & Security (UNDSS) Jordan is a family duty station (category A hardship).

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

**Detalles de la Asignación**

**Titulo de asignación**
Call for Applications - Data Management Officer

**SP Contexto Organizativo & descripción del proyecto.**

This is a generic UN Volunteer assignment meant to keep UNV emergency roster updated with qualified candidates, ready for immediate deployment when need arises.

**Sustainable Development Goals**  
16. Peace, Justice and Strong Institutions

**Descripción de la tarea**

- Manage the incident databases (cases and contacts) including content, structure, file location, backup system;
- Collect collate, manage and analyses data from all partners; aggregate the relevant health related information such as mortality and morbidity, location of hospitals, primary health care units, other health care facilities, etc. and transform it into narrative text, maps and graphics to enable strategic planning and decision-making;
- Aggregate and maintain information from technical teams, field offices and partners including contact lists, event specific information (what, where, who, how many, how quickly, current status), health indicator data, health situation data, health response data, etc;
- Develop tools to harmonize data collection and processes across WCO and field offices to facilitate consolidation of information. Respond to specific information requests from the technical teams and partners, ensure dissemination of information and knowledge sharing with all partners;
- Provide country-specific and aggregate intercountry information to the relevant WCO websites, manage email boxes and share points, as required;
- Provide technical expertise during interagency initiatives, related to information and data management, seeking to improve information sharing between institutions, to strengthen access to information from other organizations and clusters, and to contribute to intersectoral dashboards and...
reports;
- Verify data quality (completeness, timeliness), identify gaps in health information management, recommend corrective actions and prepare relevant documents to include in project proposals, internal and external situation reports (SitReps), bulletins, health risk assessments, health needs overviews (HNO), and strategic response plans (SRP), etc;
- Participate in any other activity that may be required in connection with the incident data management and perform any other incident-specific related duties, as required by the functional supervisor.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:
- Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV);
- Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
- Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
- Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
- Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
- Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técni-camente posible;

Resultados / Resultados esperados
- 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

Cualificaciones/Requisitos

Nivel de Grado Requerido  Bachelor degree or equivalent

Educación - Comentarios Adicionales
First level university degree in information or data management, computer sciences, statistics, applied math or public health, complemented by training in databases development and/or management from an accredited and recognized academic institution, is required;

Post-graduate degree in public health, qualitative surveillance or statistics, is desirable;

Experiencia Necesaria  60 meses
The incumbent must be a dynamic, multifunctional individual, who supports the Host Agency with professionalism, dedication and client orientation, and who must be willing to work on both programmatic/substantive aspects, and to provide operational/logistical services. The following qualifications are required:

- At least five (5) years of relevant professional work experience, at the national and international level, in data and/or information management, including experience in emergency operations or humanitarian context, is required;
- Prior emergency disaster and health outbreak response or humanitarian work experience at the field level, with WHO/UN system, health cluster partners, relevant nongovernmental or humanitarian organizations, is desirable;
- Excellent knowledge of Microsoft Office applications;
- Working knowledge of online data collection applications, statistical analysis packages (Stata, SPSS, etc);
- Good knowledge of database and GIS programmes (e.g. ArcView).

Functional Knowledge and Skills:

- Demonstrated knowledge of information management and monitoring systems as related to emergency response and relief operations;
- Proven skills in the field of statistical data collection, assessment, analysis and monitoring in a public health context;
- Advance ability to design, manage, analyses and coordinate complex information system projects, computer-based applications and databases, web-based tools.

Lingüísticas
- English (Mandatory), Nivel - Fluent
- AND - Arabic (Mandatory), Nivel - Fluent

Área de Experiencia
- Database design, administration and maintenance Opcional

Requisito de área de experiencia

Necesita Licencia de Conducir No

Competencies y Valores
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
Condiciones del servicio y otra información

Condiciones de servicio

Click here to view Conditions of Service

Conditions of Service:

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

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.

Código de aplicación JORR000453-6664
Procedimiento para la aplicación

* 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.

This is a national UN Volunteer assignment, therefore only nationals of Jordan and legal
residents in Jordan with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 23-March-2020

https://vmam.unv.org//candidate/show-doa/Sk9SUjAwMDQ1Mw==

Advertencia
El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.