# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001852--Data Analytical 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Kenya</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Nairobi [KEN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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**Assignment Place Remark**

This is a Family Duty Station Assignment

## Living Conditions

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighbouring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub-counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya’s population of more than 40 million is growing at an annual rate of 2.2%. The country’s GNP per capita estimated at purchasing power parity (PPP) is $975, and the GNP is growing at an average rate of 0.1% annually. More than 26% of Kenya’s people live below the international poverty line of $1 per day. Kenya’s main food crops are “maize, wheat, pulses, roots and tubers.” (FAO).

Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up-country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP. The
socio-economic and cultural background of the immediate society the UNV would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate.

Assignment Details

**Assignment Title**  
Data Analytical Officer

**Organizational Context & Project Description**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF works to promote and protect the rights of children and women in Kenya. With 48 years of service, UNICEF is one of the longest-serving international organizations in Kenya. Kenya Country Programme 2018- 2022 and the respective work plans establishes the framework within which UNICEF enters into partnerships with, among others, government institutions to implement respective commitments under UNDAF. UNICEF works closely with the Government of Kenya to implement its country programmes through technical assistance to various national PFM actors such as National Treasury, Commission on Revenue Allocation, Office of the Controller of Budget, amongst other key institutions. UNICEF in Kenya has regional/zonal offices which support implementation of county level programmes, thereby enhancing close interaction with beneficiaries and strengthening monitoring, evaluation and reporting processes.

**Officewide UNICEF Kenya Country Office (KCO) demand for Data:** There is an officewide demand for data that will inform programming in all sections- health, education, WASH, Nutrition, HIV, Child Protection, emergencies, social protection, public finance and devolution. From the findings of the decentralization strategy, it’s clear that there is need to have justified and data backed programming. This will for instance give direction on whether to focus on system strengthening or service delivery. This therefore will be a key docket that will always be on the beck and call of top management. The Medium-Term Strategic Reflection (MPSR) undertaken by UNICEF Kenya in 2020 emphasized the need for application of evidence for enhanced value for money for UNICEF programmes.

Under the general guidance of the supervisor (Social Policy and Economic Specialist), the PF4C Data Officer (UNV) will be responsible to support KCO’s technical assistance on Data analysis, visualization, interpretation and archiving in the areas of overall technical support to office needs to inform programming in terms of investments and also county of Focus. The UNV will work/collaborate with social policy team, other sections in UNICEF Kenya and zonal offices. The UNV will respond to office wide demands on data to contribute towards enhancing the targeting of UNICEF programmes and resources.

**Sustainable Development Goals**

1. No poverty

**Task description**

The UNV will be based in Nairobi County and travel to the different programme sites as required. Under the direct supervision of the Social Policy and Economic Specialist, the national UN Volunteer will undertake the following tasks:

Provide substantive operational, research, statistical and other analytic support on a wide range of operational and country issues, reviews. S/he will be expected to collate relevant important social-economic, child related and other data/information of interest to UNICEF:
Serve as a technical advisor on collection, collation, analysis and interpretation of data/information as required.

Gather and report on both quantitative and qualitative data, analyzing it for any trends or important information that may be useful in programming and reporting.

Assist KCO staff with queries, and technical difficulties related to data retrieval, data gaps and recommend actions/solutions.

Co-ordinate timely technical data accrual and synthesis for office wide use.

Make large and/or complex data more accessible, understandable and usable by relevant teams and stakeholders.

Deliver data in a useful and appealing way to users by designing info-graphs, dashboards, and visual products for both printed and online presentation and circulation.

Contribute to the development of analytical reports and materials based on the data collected within KCO for further dissemination among sections, government and non-government stakeholders.

Assist in reporting and producing bi-monthly bulletin of UNICEF work at county level:

- Package the zonal office county work reports into bi-monthly bulletins for UNICEF work at counties show casing key outputs.
- Support preparation of briefing materials on country program/section and project issues and follow up on portfolio issues. This includes presentations and documentation for the various tasks together with relevant teams at counties and zonal offices;
- Contribute to preparation of county and zonal office reports to management or external agencies.

Collaborate with UNICEF staff to enhance knowledge management and communication strategy for data:

- Develop user friendly tools and ways to communicate data to non-technical audiences
- Develop innovative geospatial products that enhance reports, briefs and creative communications content
- Create cartographic products and provide geospatial services for UNICEF KCO staff to support program management, analysis, planning, and reporting.
- Design digital maps with geographic data and other data sources. This includes creating "shapefiles" to merge topographical data with external data by layering external data over a topographical map.
- Produce maps showing the spatial distribution of various kinds of data and analyze spatial data and discover patterns and trends.
- Produce reports on geographic data utilizing data visualizations.
- Manage a digital library of geographic maps in various file types.

Establish an online data system for UNICEF for easy access by UNICEF and other users:

- Create an online repository for processed data and availing the same for use by different sections within UNICEF.
- Implement best practices in the management of the data system to ensure the integrity of data and quality of data processes
- Design and write custom applications to ensure databases meet requirements throughout data entry, management, and reporting.
- Share the link whenever requested by manager or interested stakeholders

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

- Communication strategy for data developed and implemented with milestones
- User friendly interface/platform for data view developed-online data system established
- GIS data, products and reports produced on bi-monthly basis and uploaded on online data system in 2 above
- Relevant excel files containing analyzed, interpreted and visualized data in required formats in a timely manner, and uploaded on on online data portal in 2 above.
- Inputs to Kenya Country Office (KCO) section reports, briefs and presentations.
- Bi-monthly data bulletins produced especially for the UNICEF work at county level12.

- 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

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<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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Education - Additional Comments

- Master’s Degree in Statistics, Economics, Analysis, Data science or relevant Social Sciences.
- Qualification in Geographic Information Systems (GIS) and graphic design software for cartographic and data visualization production.
- Prior experience in working with government and development agencies and familiarity with UNICEF is desirable.

Required experience 60 months

Experience Remark

- 5 years’ experience in data analysis, Interpretation and archiving.
- Excellent skills in using Microsoft Excel, PowerPoint and statistical software such as Stata, E-Views, SPSS or other.
- Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences.
- Experience in preparing economic and statistical analysis, data visualization and interpretation tools like Power B or Tableau, based on complex and heterogenous data in multi-sectoral setting.
- Proven ability to use, manipulate, and refine spatial and other types of data from a wide array of sources, including experience compiling metadata.
- Proven ability to present data/information in understandable tables, charts, graphs and reports;
- Ability to produce data insights to inform strategy and decision making;
- Demonstrated professional experience in GIS will be added advantage, both proprietary and open-source cartographic design, image processing, graphic editing, geodatabases, and standard office applications.
- Experience working with graphic design software, including the Adobe Design Suite (Illustrator, Photoshop, InDesign) for cartographic and data visualization production.
- Experience in Using Spatial Data tools especially Power BI and QGIS.
- Language Skills English (Mandatory).

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Statistics Mandatory
- Geographic information systems (GIS) and remote sensing Mandatory
- Web and graphic design Mandatory

Area of Expertise Requirement

- Microsoft Excel, PowerPoint and statistical software such as Stata, E-Views, SPSS or other.
- Quantitative and analytical skills
- Economic and statistical analysis, data visualization and interpretation tools like Power B or Tableau, based on complex and heterogenous data in multi-sectoral setting
- Using Spatial Data tools especially Power BI and QGIS.

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Working with graphic design software, including the Adobe Design Suite (Illustrator, Photoshop, InDesign) for cartographic and data visualization production.

- experience in GIS will be added advantage, both proprietary and open-source cartographic design, image processing, graphic editing, geodatabases, and standard office applications

Need Driving Licence

No

Competencies & Values

- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:


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 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 for to which you would like to apply.

Application deadline: 3rd March 2021

doa.apply_url https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTg1Mg==

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.