UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000885—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

| Country of Assignment         | Mali |
| Host Institute                | UN Office for Project Services |
| Volunteer Category            | International Specialist |
| Number of Volunteer           | 1 |
| Duration                      | 6 months |
| Possibility of Extension      | Yes |
| Expected Starting Date        | Immediate |
| Duty Station                  | Bamako [MLI] |
| Assignment Place              | Non-Family Duty station |

This assignment is in support of the UNMAS programme office based at MINUSMA.

Living Conditions

Mali is a non-family duty station. Living conditions of Bamako are acceptable, but security instructions need to be strictly complied with. Adequate housing is available for rent at US$ 500-1500 per month. The national currency is the Franc CFA (August 2019 exchange rate was 1 US$ = 582.52 CFA). Visa credit cards are accepted in some hotels and larger shops. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from pharmacies, but provision needs to be made for specialized medication.

Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff, including UN Volunteers, in the course of their assignments in Mali.

Appropriate measures are in place to mitigate the current security risk for UN personnel in the country. All UN Volunteers, like all UN personnel, undergo a security briefing and the 3-day mandatory training “Safe and Secure Approaches in Field Environments” (SSSAFE) upon arrival, where practical guidance and

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recommendations are provided regarding security threats in Mali.

An additional security briefing is provided upon arrival to the final duty station.

Assignment Details

**Assignment Title**
Information Management Officer

**Organizational Context & Project Description**

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. With over 6,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

**Peace and Security Cluster**

The UNOPS Peace and Security Cluster (PSC) is a principal service provider in the field of mine action with the United Nations Mine Action Service (UNMAS), UNDP, UNICEF, Governments of mine-affected countries and other mine action partners. It is led by the Director, who has overall authority and accountability for the performance PSC on behalf of its clients. The Director is responsible for administering and providing oversight of the day-to-day management of the Project Field offices, both according to the client requirements and in line with UNOPS rules and regulations.

Mali is facing a problem of weapons and explosive hazard contamination as a result of protracted and recent armed conflicts. The presence of explosive remnants of war (ERW), improvised explosive devices (IED) and insecure stockpiles of weapons and ammunition (obsolete, abandoned or neglected), poses a serious threat to civilians as well as to United Nations and humanitarian personnel operating in the country.

UNMAS deployed to Mali in January 2013 to conduct an emergency assessment of the situation with regard to explosive threats. In July 2013, the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) was established under Security Council resolution 2100 and is currently operating under Security Council Resolution 2480 (2019). In accordance with these mandates, the United Nations Mine Action Service (UNMAS) has engaged UNOPS PSC to implement a mine action programme in Mali to:

- Improve the protection of civilians and facilitate humanitarian assistance;
- Enhance national capacity to mitigate explosive threats and enable compliance with international
treaty obligations;
• Reduce the explosive threat to MINUSMA and United Nations personnel.

This assignment is located at the UNMAS programme office in MINUSMA.

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Senior Program Officer or his/her designated mandated representative(s), the UN Volunteer Information Management Officer support the programme and the information management team in the following main duties:

• Ensure proper implementation of the information management system in UNMAS Mali, including system development, testing, and quality assurance of all information management products.
• Provide support in the management of the transition between the Information Management System for Mine Action (IMSMA), including all add-on databases, to the new IMSMA Core.
• Provide support in the development, testing, debugging, and implementation of IMSMA Core and ensuring that the overall system is operational and meets the operational needs of the programme.
• Provide support in the development of standard operating procedures for key workflows, technical documents and training materials.
• Design and create forms needed through Survey123 connect (XLS form).
• Design and develop dashboards to display data using different formats.
• Contribute to developing/refining support and operations procedures as related to IMSMA Core.
• Liaise with users to define and specify requirements; perform reviews with users, technical personnel and provide support as required.
• In the absence of the team lead assume his/her responsibilities and manage the information management team
• Any other relevant tasks 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

As an active UNOPS team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNOPS and its beneficiaries in the accomplishment of her/his functions, including:
• Effective management of data and information within UNMAS Mali information management systems.
• Successful implementation of the transition between IMSMA to the new IMSMA Core.
• Timely, reliable and user-friendly delivery information.

• 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

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

Advanced higher degree (Master’s or equivalent) in Information Management, Computer Science, Media or Social Sciences or a related field; or first-level university degree (Bachelor’s degree or equivalent) with an additional two years of relevant experience may be accepted in lieu of the advanced university degree.

Required experience

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<th>Required experience</th>
<th>36 months</th>
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Experience Remark

- At least 3 years of relevant professional work experience at the national and/or international level;
- Proven knowledge and experience in using Business Intelligence tools such as Operation dashboards, Power BI, Dundas BI, etc.;
- Knowledge of software development and user interface application;
- Experience with SQL software and one of its platforms (PostgreSQL, MySQL, Oracle, SQL server, Access, …);
- Knowledge of XLS form language;
- Basic knowledge of Geographic Information System is required;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: knowledge of IMSMA, IMSMA Core and general mine action information management;

Language

• French (Mandatory) , Level - Fluent
• AND - English (Mandatory) , Level - Working Knowledge

Area of Expertise

• Knowledge management, archiving and documentation Mandatory
Conditions of Service and other information

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 (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: MLIR000885-6623

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: 30 March 2020**

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: 30 March 2020**

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.