UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000106--Data Visualization Specialist

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>Myanmar</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Yangon [MMR]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos, and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon. The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists.

Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the
hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Living conditions at the Duty Station: Yangon is family duty station with Category B hardship level. In terms of the safety and security, it is safe and no high level threat of security. For housing, it will vary depend on the types of lodging and its facility. For travel and transport, taxis are available and inexpensive. Grab also available in the country. Buses are also low fair options with routes running all over the city. Owing to the geographic location of Myanmar, Burmese cuisine has been influenced by Chinese cuisine, Indian cuisine and Thai cuisine

Assignment Details

Assignment Title   Data Visualization Specialist
Organizational Context & Project Description

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

The UNDP Country Office in Myanmar is a key interlocutor and advisor to the union government on evidence-based and integrated planning and policy making, rule of law, civil service reform, parliamentary capacity and institution building, and expanding its programme at the state, region and township levels in order to ensure stronger institutions at all levels of government as well as broader public engagement as part of the effort to build and sustain peace. The new UNDP Myanmar Country Programme (2018-2022) has been finalized and a new structure will be implemented to support a more integrated and collaborative way to help Myanmar achieve sustainable development and sustained peace. The Country Office has aligned the new office structure with the new CPD and designed new ways of working that will facilitate more collaboration across the office, create the foundations for more sub-national level work and higher delivery, facilitate the relocation of the country office from Yangon to Naypyidaw during the upcoming CPD period, and emphasize learning and support to national staff capacity development.

Sustainable Development Goals   17. Partnerships For the Goals
Task description

Under the direct supervision of Strategic Result, Innovation and Partnership Team Leader, the National UN Volunteer will carry out the following tasks:
• Develop data visualization of the programme/project results for monitoring of progress, reporting as well as resource mobilization
• Collect and collate information to develop compelling infographics for projects and programme; standardize, regularize and institutionalize the infographics development process.
• Develop a communication repository of updated project/programme information that incorporates data visuals.
• Support the Quality Assurance team in the designing and developing a visual representation of an integrated M and E system
• Support in designing and visual representation of a country office performance dashboard
• Play lead role in developing a clear standard operating procedure to collect data from the various systems that exist such as database and spreadsheets and pulling them into one page communication products.
• Maintain a close working relationship with information management counterparts in partner agencies and organizations;
• Design the unit landing page in sharepoint portal and organize contents to be more user friendly and visually intuitive
• Analyse and revamp website content and develop concrete suggestion to improve website content management.
• Regularly update website and institutionalize process for updating.

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 and timely development of visualised data for various reports and identification of trends/patterns
• Development of user friendly, easily understandable visualised data
• Consistency of data ensured;
• Data sets developed and monitored;
• Compilation of accurate and comprehensive geo-spatial data provided;
• Development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff or (non-) governmental counterparts, including Partners;
• Support the Office in performing data quality, consistency control and visualization
• 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

<table>
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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Master’s Degree or equivalent Advanced Degree in Management (Information Management or Information Systems), Geographical Information Science; Statistics; Social Science; or other related fields.</td>
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<td>Required experience</td>
<td>24 months</td>
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<td>Experience Remark</td>
<td>Minimum Two Years of experience in data management and graphic designing.</td>
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Language

• English (Mandatory), Level - Fluent
• AND - Burmese (Mandatory), Level - Fluent

Area of Expertise

• Other communications related experience Mandatory
• Database design, administration and maintenance Mandatory

Area of Expertise Requirement

• Demonstrated interest and/or experience in a minimum of two years of paid working experience in a relevant field/ previous experience managing large volume of data and developing visual representation in terms of graphic designing and other innovative mechanism.
• Experience in the application of information management to develop compelling visual narratives
• Ability to visualize and present data and information in user friendly tables, charts and graphs and other pictorial forms
• Ability to design and manage website contents
• Previous experience with UN Agencies and engaging with diverse stakeholders, including CSOs, NGOs, an advantage;
• Previous experience working in in conflict-affected areas, a strong advantage.
• Strong knowledge of IT skills (i.e Word, Excel, PowerPoint, Social Media and data visualization tools such as Power BI, Tableau etc)
• Understanding of GIS/ cartographic outputs and ability to collect and organize data to support their
Need Driving Licence: No

Competencies & Values:
- Accountability
- Commitment and Motivation
- Communication
- Creativity
- Integrity
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- 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 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.

Application Code  MMRR000106-6552

Application procedure

* Not yet registered in the UNV Talent Pool?

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?

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.

Watch this video for the specific steps you must follow to register on the UN Volunteers' Global Talent Pool https://www.youtube.com/watch?v=VT5uJ_FolWU

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

**Application deadline: 25 March 2020**

doa.apply_url https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDEwNg==

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.