

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000134--Information Technology 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

Country of Assignment	Myanmar
Host Institute	UN Institute for Training and Research
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Nay Pyi Taw [MMR]
Assignment Place	Family Duty Station

Assignment Place Remark

Initial contract duration is 12 months, renewable subject to performance & funding.

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: Nay Pyi Taw 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 slightly expensive. There is no municipal bus service in 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

Information Technology Specialist

Organizational Context & Project Description

UNITAR is an autonomous body within the United Nations that was established in 1965 pursuant to a UN General Assembly resolution. UNITAR's mission is to develop the individual, institutional and organizational capacities of countries and other United Nations stakeholders through high-quality learning solutions and related knowledge products and services to enhance decision-making and to support country-level action for overcoming global challenges.

UNITAR hosts the Defeat-NCD Partnership Secretariat. The Defeat-NCD Partnership is a multistakeholder partnership anchored in the United Nations and includes governments, multilateral agencies, civil society, academia, philanthropies, and the private sector. It was established in January 2018 to help tackle the most significant global health problems of the age: premature death, sickness, disability, and the associated social and economic impacts of selected non-communicable diseases (NCDs). It is based on the expert guidance and the technical norms and standards issued by the World Health Organization for managing NCDs.

The Government of Myanmar is part of the Governance Mechanism of The Defeat-NCD Partnership. Specifically, the Minister of Health and Sports is a member of the High-Level Council, and the Deputy Director General, Non-Communicable Disease Division, Department of Public Health, Ministry of Health and Sports, is a member of the Consultative Group. The Volunteer Specialist will be based at the Ministry of Health and Sports and shall report to the Defeat-NCD Partnership (UNITAR) Programme Coordinator for Myanmar who is also co-located there.

This assignment will enable populations in Myanmar and the other priority countries to access a range of interconnected essential services and resources through four pillars of interventions:

- **NCD National Capacity Building (Pillar 1):** Work with governments and other in-country stakeholders to assess gaps in their NCD capabilities. Through technical support develop a multiyear NCD National Costed Action Plan. Facilitate engagement of relevant partners to ensure expansion of NCD services in line with national targets. The overall objective is to ensure that countries have institutional capacities, structures, systems, and financing in place to tackle NCDs.
- **Community Scale-Up of NCD Services (Pillar 2):** Aim to demystify, democratise, decentralise, and where safely possible, demedicalise NCD service provision. Enable the earlier screening and management of risk factors as well as the mitigation of established disease. at the community level. By increasing the use of self-care interventions, improve patient compliance, resulting in better treatment and health outcomes. The overall objective is to bring more of the necessary prevention and management of NCD services directly to the communities and people who need them most.
- **Affordability and Accessibility of Essential NCD Supplies (Pillar 3):** To make the provision of NCD supplies simpler and more cost-effective by designing a Marketplace to create a fair, competitive environment that serves the interests of both buyers and suppliers. Using market-sizing and price tracking studies, the Marketplace's methodology will correct current market failures due to information imbalances. It will also help address regulatory bottlenecks in an appropriate manner. The overall objective is to enable the consistent provision of affordable essential NCD medicines,

diagnostics, and equipment in low-resource countries.

● Sustainable NCD Financing (Pillar 4): Governments need to invest more in health, with a greater share allocated to finance their national costed action plans for NCDs. While cost savings can be achieved by linking NCD programming with other conditions and improving service delivery and by reducing the cost of NCD supplies, additional and innovative financing will be needed outside of the ongoing aid support and expanding fiscal allocations. The overall objective is to establish a long-term sustainable financing model for NCD programming in low-resource countries.

Sustainable Development Goals

3. Good Health and Well-being

Task description

The purpose of this assignment is to drive the development of health informatics in Myanmar. The incumbent will be responsible to provide technical advice on software development and design of health informatics. Within the delegated authority and under the guidance of the NCD Coordinator for Myanmar, the Information Technology Specialist will carry out the following tasks:

- Identify business needs and requirements from the health information system customers, defining system requirements and scoping the design.
- Define system requirements and specifications for managing NCDs in the country.
- Design healthcare software solutions that scale to larger user populations and satellite resources.
- Write design documentation for integration of NCD programme needs into the national health information systems, both at high-level and low-level.
- Provide architectural assessments, strategies, and roadmaps for one or more technology domains.
- Advise health information improvement projects from a system architecture. Work with different product owners to understand interoperability requirements and interact with other cross-functional teams to architect, design, develop, test, and release NCD features.
- Demonstrate broad healthcare solutions technical leadership, impacting significant technical direction, exerting influence outside of the immediate team and driving change.
- Any other related 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 Defeat-NCD Partnership (UNITAR) team member, efficient, timely, responsive, client-friendly and high-quality support rendered to Government of Myanmar and its beneficiaries in the accomplishment of her/his functions, including:

- Develop and keep updated an assessment of the e-health architecture in Myanmar and the integration needs of current NCD management applications into the wider e-health system.
- Develop and deliver relevant trainings as part of the capacity building effort.
- Development of activities to scale up application development for delivering NCD services at the facility level.
- Identify and develop open data standards and new application modules for NCD patient registries and surveillance data for disease control.
- Develop system for longitudinal NCD patient record monitoring through electronic shared health records and their interoperability with wider e-health architecture.
- Responsible for creating and keeping updated Asana Forms (<https://asana.com/guide/help/premium/forms>) to standardise all tasks related to this assignment and its functions, customised to the Defeat-NCD Partnership and UNITAR specific needs and workflows.
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.

- 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 Master degree or equivalent

Education - Additional Comments

Master's degree or equivalent in Computer Science, Software Engineering, Computer Engineering, or related technical equivalent from an accredited and recognized academic institution is required.

Required experience 60 months

Experience Remark

- At least 5 years of relevant professional work experience.
- A minimum of 4 years' experience in large information technology company/healthcare providers/government managing health information systems.
- Experience in managing system design for software solutions in healthcare.
- Experience in defining new health system architectures and ability to drive an independent project from an informational technology architectural stand point.
- Relevant work experience in at least two of the following areas: software development, software architecture, software project management.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- 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.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
- Desirable: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain.
- Sound security awareness.
- Have affinity with or interest in public health, volunteerism as a mechanism for durable development, and the UN System.
- Knowledge in using project management tool Asana (<https://asana.com>) on a daily basis is required for this assignment. Certification as an Asana Certified Pros (<https://academy.asana.com/series/certified-pro-courses>) or Asana Ambassador (<https://academy.asana.com/series/asana-ambassador-courses>) is preferred. Completion of relevant courses on Asana Academy (<https://academy.asana.com>) in order to enrol on the Asana Ambassador programme is required within one month of starting this assignment.
- UNITAR prefers the volunteer to be self-sufficient and arrange to be equipped with the requisite professional tools and equipment to carry out this assignment such as laptop with standard Adobe and Microsoft Office software, and a mobile phone.

Language

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

Area of Expertise

- IT architecture and IT project management Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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 ([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 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;
- 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 Code MMRR000134-8198

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.

Application deadline: 29 November 2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDEzNA==>

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.