

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MWIR000106--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	Malawi
Host Institute	Resident Coordinator Office
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-01-2021
Duty Station	Lilongwe [MWI]
Assignment Place	Family Duty Station

Assignment Place Remark

- Assignment is with family

Living Conditions

Malawi is one of the poorest countries in Southern Africa with 70 per cent of the population living below the international poverty line of US\$1.90 per day. The survival minimum food basket per person per month for urban centres is around MK 33,431 (US\$45).

Known as the warm heart of Africa for its welcoming population, Malawi is also a poor and landlocked country amongst the world's least developed countries. Living conditions in Lilongwe are generally good compared to other countries in Africa in terms of safety and a reasonable cost of living. Availability of goods is variable but somehow satisfactory and the housing offer provides many options for all budgets, mainly houses, gated complexes with all amenities (generators, security,). This is important as electricity power cuts are still frequent. Health providers are limited but the United Nations has a doctor and a practice (as well as a COVID-19 Treatment Center) in place. Education facilities are limited in normal times, especially once children reach primary and secondary school. While several nursery and pre-kinder options are available, there are generally two reputable international schools in Lilongwe.

Assignment Details

Assignment Title Information Management Officer

Organizational Context & Project Description

The UN Secretary-General's bold new global reform launched on 1 January 2019 in response to General Assembly resolution 71/243, repositions the UN Development System to deliver on the 2030 Agenda for dignity, prosperity and peace on a healthy planet.

With the 2030 Agenda for Sustainable Development at its core, and in response to the General Assembly resolution 71/243 on the quadrennial comprehensive policy review of operational activities for the development of the United Nations system, the UN Secretary General's report (December 2017) "Repositioning the United Nation's Development system to deliver on the 2030 agenda; our promise for dignity, prosperity and peace on a healthy planet" puts forward a comprehensive proposal on further improvements to the resident coordinator system to ensure more coherent, accountable and effective support for the 2030 Agenda. This was further reinforced by General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary-General the mandate to implement the repositioning.

A reinvigorated Resident Coordinator system is at the centre of a repositioned United Nations system and while the system has been instrumental in driving coherence on the ground for the past four decades, it is no insufficiently robust to respond to the needs of the 2030 Agenda. The Resident Coordinator's Office provides direct support to the UN Resident Coordinator and the United Nations Country Team (UNCT), including advisory, technical, organizational and management support.

The UNRCO in Malawi provides inter-agency coordination support to the UN Country Team (UNCT) and its various sub-groups (Programme Management Team - PMT, Operations Management Team - OMT and UN Communications Group - UNCG). The support includes strategic planning, programme and operations management, policy guidance, data management and results reporting as well as knowledge management, advocacy and communications – all seeking to enhance UN coherence and improve overall programme impact to better achieve development results. In Malawi as around the world, the RC/RCO leads the UN Country Teams' comprehensive health, humanitarian and socio-economic response to COVID-19.

The evolving COVID-19 context requires that data is systematically managed and regularly analyzed in a timely manner for decision making by the UN Resident Coordinator, Humanitarian Country Team and UNCT. Therefore, the UN Volunteer will play a pivotal role in supporting the Development Coordination Officer (Data Management, Monitoring & Reporting) in the development and management of information management (IM) tools. The UNV will be placed in the United Nations Resident Coordinator's Office (RCO).

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the overall supervision of the Head of RCO and direct supervision of the Development Coordination Officer (Data Management, Monitoring & Reporting), the UN Volunteer will undertake the following tasks:

- Undertakes empirical analysis, data mining and visualization to assist the RC and UNCT relating to the COVID impact
- Monitor, analyze and synthesize developments with regards to the COVID socio economic impact which will contribute to the Socio Economical Recovery Framework (SERF).
- Research, collect, analyze and edit documents and data related to evidence of impact of actions from the UN in line with SDG
- Support the preparations of effective presentations, and factsheets to convey messages using charts, maps, infographics and tables;
- Support the RCO in developing and managing the IM tools including dashboards, mailing system, repositories, calendar of meetings and financial tracking tool;
- Provide support in administration of the UN INFO platform for planning, monitoring and reporting
- Provide technical support to the inter-agency result groups during planning and reporting on the United Nations Sustainable Development Cooperation Framework
- Support in developing data collection tools
- Support in capacity building of staff on use of information management tools and products
- Actively participate in meetings for the IM-Data Group and Monitoring, Evaluation and Advisory Group
- Perform any other related duties as requested by the Head of RCO and UNCT.

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

- Excellent and up to date data available for decision making purposes
- Timely completion of high-quality IM products (i.e. chart, maps, infographics)
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff or (non-) governmental counterparts, including Implementing Partners (IPs)
- 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

- Economics, Statistics, Computer Science, Mathematics, Data Science; Social Science or related field; multidisciplinary educational background is an asset

Required experience 24 months

Experience Remark

- Experience working with data visualization tools (i.e. Microsoft Power BI or Tableau) a plus;
- Experience working with GIS software's (i.e. ArcGIS) a plus
- Ability to analyse results information by triangulating quantitative and qualitative data and evidence;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other information and telecommunications technology experience Mandatory

Area of Expertise Requirement

- Experience in data compilation, analysis and visualization
- Demonstrated interested and experience in UN coordination;
- Knowledge of Delivering as One and UN reform;
- Understanding of the social, economic, institutional, and political environment in the southern African region is an advantage;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences; and

- Willingness to take initiative and work independently under pressure to meet deadlines.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Client Orientation
- Commitment to Continuous Learning
- Communication
- Creativity
- Knowledge Sharing
- Planning and Organizing
- 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:**

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, 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.

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

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 Code

MWIR000106-8259

Application procedure

*** Not yet registered in the UNV Talent Pool?**

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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: 03-12-2020

doa.apply_url

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

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.