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       | Nigeria |
| Host Institute              | United Nations Development Programme |
| Volunteer Category          | International Specialist |
| Number of Volunteer         | 1 |
| Duration                    | 6 months |
| Expected Starting Date      | Immediate |
| Duty Station                | Maiduguri [NGA] |
| Assignment Place            | Non-Family Duty station |

This is a Information Management Officer position based in Maiduguri, Nigeria.

Living Conditions

Maiduguri is the capital and the largest city of Borno State in North-Eastern Nigeria. Spoken languages are English (official), Hausa, Fulani, and others. The prevailing climate in Maiduguri is known as a local steppe climate with little rainfall during the year. Temperatures are generally between 25 and 38 °C. Driest month is January, and May is warmest one. Security environment in the North East continues to be a cause of concern due to ongoing armed conflict between security forces and insurgents. Despite some recent gains by security forces, Boko Haram insurgent group remains resilient and continues to resort to asymmetrical warfare resulting in collateral damage among civilian population. UN Security Level-3 is currently in place in Maiduguri, and it is non-family duty station. This implies that official and private road...
travel by staff is limited as per the MOSS and all official missions in this region should not begin before 07:00 and be in a secure location no later than 18:30. Security escort is not required for travel within the city. However, police escorts are required as per MOSS for travel by road for most of the directions outside Maiduguri city. Most of the areas of responsibilities are accessible by UNHAS helicopters. Manual security clearance as well as TRIP system clearance should be obtained from UNDSS for all travels by road/air within North-East of Nigeria. Traveling from Maiduguri to major cities (Abuja, Lagos, Yola, etc.) can be on several UN cleared commercial air carriers, as well as UNHAS.

It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Information Management Officer</th>
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<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
<td>Following the deployment of a SURGE Planning Team to the Lake Chad Basin region in December 2019, a support plan to address priority areas in the four countries (Cameroon, Chad, Niger and Nigeria) was approved by the Crisis Board in February 2020. Recognizing the need for continued and systematic analysis of contextual risks, it was decided to deploy an Information Management Officer (IMO) to each of the four countries, to support the design of a Crisis Risk Dashboard (CRD). The CRD is an online platform for data aggregation and visualization, aimed at facilitating the identification, tracking and analysis of contextual risks by the UNDP Country Office and potentially the wider UN Country Team. UNDP Crisis Bureau and the Country Office will work together on developing, maintaining and using the CRD. As a next step, the Country Office and Crisis Bureau are seeking to recruit an information management officer (IMO) who will lead on key aspects of the CRD design and finalization, especially related to data management and technical support.</td>
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<td>Sustainable Development Goals</td>
<td>17. Partnerships For the Goals</td>
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<tr>
<td>Task description</td>
<td>Within the delegated authority of Head of Sub Office, Maiduguri or his/her designated mandated representative(s), the UN Volunteer will carry out the following tasks:</td>
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<td>• Data Capture, Management and Analysis</td>
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<td>• Data Visualization, Reporting and Application</td>
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<tr>
<td></td>
<td>• Technical Support</td>
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<tr>
<td>Data Capture, Management and Analysis:</td>
<td>• Identify key data gaps for informed crisis risk tracking in the country.</td>
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<td></td>
<td>• Propose a strategy and implementation plan for capturing required primary data</td>
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<td>• Develop a process for and understand primary data gathering (e.g. designing and conducting periodic perception surveys)</td>
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• Identify and integrate additional primary and secondary data into the Crisis Risk Dashboard as required by evolving needs including the development, implementation and management of new indicators and corresponding data that are associated with the crisis risk model;

• Propose revisions and improvements to the overall design framework and data requirements for the risk tracking system, using as the key tool the Crisis Risk Dashboard (CRD) – a purpose-designed platform developed by CRU for online information management and data visualization - and ensure content is current, comprehensive, and follows relevant metadata standards;

Data Visualization, Reporting and Application:

• Produce and update information products such as maps, charts, and infographics by turning data into graphical products to convey messages and a storyline as well as support strategic and operational decision-making;

• Explore ways of presenting crisis risk profiles and early warning more effectively through visual representations (charts, graphs, tables and diagrams) through the CRD;

• Provide technical assistance in translating data and other program information into easy visual representations, in accordance with data visualization best practices;

• Consolidate operational information on a regular schedule to support analysis and design and implement sustainable information management and dissemination systems for data collections for the CRD, where required.

Training and Technical Support:

• Provide substantive input on information management toward the development of guidance and training materials in support of the Country Office / Country Team application of the CRD;

• Provide maintenance and end-user technical support in issues relating to the CRD information management use, including trouble-shooting for data entry and access to the existing database;

• Provide technical assistance in order to build capacity of staff on how to integrate data visualization approaches into their work as well as how to update and monitor existing dashboards.

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

• 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 volunteering 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
Advanced university degree (Master's degree or equivalent degree) in Information Management, Information Systems, Social science or related

Required experience
36 months

Experience Remark
- A minimum of three years of progressively responsible experience in information management, information systems, geographic information systems (GIS), database development, web management, visualization, or other related areas;
- Strong experience in conducting primary research, particularly in crisis contexts;
- Experience managing information in international development or humanitarian context as well as relevant experience within the UN system is highly desirable;

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

Area of Expertise
- Database design, administration and maintenance Optional

Area of Expertise Requirement
- Strong knowledge of best practices for data visualization and dashboards;
- Experience in providing excellent client/customer services;
- Knowledge and understanding of theories, concepts and approaches relevant to the management of information in an international development or humanitarian context;
- Ability to conduct data collection using various methods;
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases;

Need Driving Licence
No

Competencies & Values
- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Respect for Diversity
- Technological Awareness
- Working in Teams
Conditions of Service and other information

Conditions of Service

Click here to view Conditions of Service

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 NGAR000115-6668

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: 5 April 2020

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

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.