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.

Country of Assignment: Panama
Host Institute: United Nations Development Programme
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Panama City [PAN]
Assignment Place: Family Duty Station
Assignment Place Remark

Living Conditions

Panama is one of the safest countries in the Central America region. Panama’s HDI value for 2018 is 0.795— which put the country in the high human development category—positioning it at 67 out of 189 countries and territories. Panama is one of the most economically viable countries in the region, with the geographical advantage of the Panama Canal. It thrives on shipping, banking, commerce, and tourism. Panama’s economy has seen ebbing and flowing over the years, and has been hit especially hard with the COVID-19 pandemic. Wealth has historically been unevenly distributed in the country, with one-fourth of the population living in poverty.

The UNDP Regional bureau for Latin America and the Caribbean established the Regional Hub in Panama in 2008, to bring corporate and regional policy, and advisory support, closer to where they are needed on the ground, and to make those services more responsive to country programme needs. The Regional Hub serves 26 countries in Latin America and the Caribbean, offering technical
BENEFITS AND ENTITLEMENTS
The key benefit of being a UN Volunteer is the personal satisfaction the volunteer assignment brings you as you make a positive impact on peace and development. However, UNV supports you during your assignment in several ways.

UNV programme will provide:

A monthly Volunteer Living Allowance (VLA) of USD 2,332.86 to cover the costs of accommodation, housing and regular living expenses.

Health insurance (including dental and up to three dependants) [specialists and experts], life and permanent disability insurance are included, as well as a resettlement allowance upon satisfactory completion service.

Annual, medical and parental leave (if applicable), e-learning courses and training allowance (reimbursement).

Settling-in grant and repatriation grant are provided.

Full time availability is required.

Assignment Details

Assignment Title
Information Management Specialist

Organizational Context & Project Description

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP’s policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan. BPPS’s staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP’s Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP’s development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

Climate change mitigation – or reducing greenhouse gas emissions - is essential to fulfilling commitments to the Paris Agreement and limiting the global mean temperature increase to 1.5°C above pre-industrial levels. UNDP, with more than 280 climate change mitigation projects and programs in over 110 countries, is a key actor supporting countries in their emission reduction plans, contributing to ambitious Nationally Determined Contributions. Activities in energy, as well as forests and agriculture, will be critical to meeting global mitigation objectives.

UNDP’s approach to forestry aligns with the SDG 15 and contributes to UNDP’s 'signature solution' on environment and nature-based solutions for development. Deforestation and forest degradation accounts for more than 10 percent of global greenhouse gas emissions and it is clear that the stabilization of global temperatures cannot be achieved without reducing emissions from the forest sector. UNDP’s Climate and Forests team supports countries to conserve and sustainably manage forests and ensure sustainable and

We are inspiration in action

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

Sustainable Development Goals

13. Climate Action

Task description

Within the delegated authority and under the supervision of Senior Global Technical Advisor or his/her designated mandated representative(s), the UN Volunteer International Specialist will:

1. **Technically support the Climate and Forests Programme in the process of populating the turbo version of the excel rubric tool focusing on the following results:**
   - Insert information from all countries in the Climate and Forests Programme portfolio into the latest version of the excel rubric;
   - Cross check and verify all the existing information already inserted into the tool;
   - Provide inputs to improve the accessibility and usability of the country-based tool and to protect its content from unwanted changes;
   - Develop an online solution to make the tool available to partners and also for a simple version of the tool with summary information to also be available online to external audiences;
   - Continuously update the information from all countries to ensure that the tool is filled with the latest data.

2. **Support the process of making the turbo version of the excel rubric tool more dynamic and accessible**
   - Develop dashboards to make the information on countries more accessible;
   - Develop graphs and other visual representation for the information in the tool;
   - Create more direct links between the country-based tools and the global database;
   - Protect the information on the tool to allow for it to be shared with external audiences without compromising the tool itself;
   - Think creatively and pro-actively identify and address emerging problems to ensure timely and efficient use of the tool by all team members;
   - Provide inputs for linking the tool with the Climate Promise database;
   - Provide inputs for linking this tool with other existing UN-REDD+ tools.

3. **Facilitate knowledge building and knowledge sharing as required focusing on the following results**
   - Identification and synthesis of the best practices and lessons learned in the use of similar tools;
   - Prepare briefs, presentations, technical reports, blog posts, etc, using the information from the tool;
   - Linking the information from the tools and assessments with latest UNFCCC discussions and other relevant climate and forest forum discussions;
   - Prepare information to be added to the Climate and Forests website;
   - Prepare webinars for country offices and counterparts using information from the tool.

4. **Any other related tasks as may be required or assigned by the supervisor.**

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
The UNV must have bachelor degree preferably in statistics, economics, data management, software development, IT, engineering, geography, environmental management and other related fields.

Required experience
60 months

Experience Remark
- At least 5 years of professional work experience at the national and/ or international level in GHG emissions and removals estimates for the forest sector, carbon markets, safeguards, REDD+ or other relevant programs.
- Advance knowledge and experience working on excel, programming, macro and online tools is required.
- Understanding of carbon accounting methodologies, carbon markets standards and data analysis is an advantage.
- 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;

Results/Expected Outputs

- As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
  - At least 25 new countries added to the NDC REDD+ tool;
  - All existing information on the tool is updated and revised;
  - Document the improvements made on the design, usage and accessibility of the tool;
  - More dynamic links and graphical representation of the country and global data;
  - Create an online version of the tool that is hosted in the cloud and allow for different versions to be accessed by internal and external audiences;
  - More dynamic links with Climate Promise tools and UN-REDD+ tools;
  - Overall improvements and completion of the turbo version of the NDC REDD+ tool.
- 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
- 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
● Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
● Must be fluent in English, advanced knowledge in Spanish or French is desired.

Language

● English (Mandatory), Level - Fluent
● AND - Spanish (Optional), Level - Working Knowledge

Area of Expertise

● Energy and environmental economics, carbon market mechanisms Mandatory
● Other energy, environment and climate change related experience Mandatory

Area of Expertise Requirement

● Advance knowledge and experience working on excel, programming, macro and online tools is required.
● At least 5 years of professional work experience at the national and/or international level in GHG emissions and removals estimates for the forest sector, carbon markets, safeguards, REDD+ or other relevant programs.

Need Driving Licence No

Competencies & Values

● Client Orientation
● Commitment and Motivation
● Commitment to Continuous Learning
● Communication
● Ethics and Values
● Integrity
● Knowledge Sharing
● Planning and Organizing
● Professionalism
● 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 for International Specialist:

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.

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  PANR000214-7673

Application procedure

You can only apply if you have created your profile at https://vmam.unv.org/candidate/signup

Watch this video for the specific steps you must follow: https://www.youtube.com/watch?v=VTsJ_FoIWU

If you are already registered in UNV’s Talent Pool, make sure your profile is up to date before applying.

Application deadline: 27-Sep-2020 at 23:59hrs, Germany time zone

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

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.*