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  Senegal
Host Institute  UN Office for Coordination of Humanitarian Affairs
Volunteer Category  International Specialist
Number of Volunteer  1
Duration  12 months
Expected Starting Date  Immediate
Duty Station  Dakar [SEN]
Assignment Place  Family Duty Station
Assignment Place Remark

Living Conditions

The assignment will take place in the nation’s capital, Dakar, a family duty station (Hardship classification A) with frequent missions to the region, and especially to the Republic of Congo. Dakar is a liveable city. The living conditions in Dakar are good and the social climate is calm. Senegal is an open country that enjoys social stability resulting from the smooth functioning of state institutions. Senegal is also provided with an appropriate level of infrastructure (e.g. roads) but the distribution of water and electricity can be volatile in Dakar and other cities and towns of the country, requiring many civil servants to use generators. Senegal is also a popular tourist destination. The reception and spontaneous hospitality of Senegalese are among the characteristic features of this West African country.

The country is at the level of Security 2, which corresponds to "Low", except for the Casamance natural region (administrative regions of Kolda, Sédhiou, and Ziguinchor) where acts of banditry are often reported but also the presence of Elements of the Movement of Democratic Forces of Casamance (MFDC) and unexploded ordnance (UXO). All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment to Senegal. Thefts and burglary are the main incidents against UN personnel. Small arms proliferation and organized cross-border crime often occur in suburban areas on major trade routes.
no R&R entitlement in Senegal.

Access to health services in Dakar is good. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies, but it is recommended to bring specific prescription drugs.

Per ANSD/RGPHAE 2013 official estimates, the population of Dakar metropolitan area reaches over 3.1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has a warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are on average around 30°C. The rainy season is in the northern hemisphere’s summer/fall.

The currency used in Senegal is called Franc CFA (XOF). On 02nd September 2020, the average exchange rate is 1 USD = 552,478 XOF. Many hotels, restaurants and large businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities.

The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with the Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required. ECOWAS (Economic Community of West African States) nationals are not required an entry visa. Nationals of other countries may be required an entry visa or long-stay visa. They should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and in other parts of the world issue visas prior to travel.

The UNV Field Unit can assist in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting permanent accommodation.

Note: For all international travel to Senegal, security clearance must be requested a minimum of 7 days prior to travel.

Assignment Details

Assignment Title

Information Management Officer

Organizational Context & Project Description

UNOCHA is part of the United Nations Secretariat and has offices at country, regional, and headquarters level. ROWCA is a regional office based in Dakar, Senegal since November 2003 and covers 24 countries: the 15 ECOWAS member states and Mauritania, Cameroon, CAR, Chad, Republic of Congo, DRC, Gabon, Equatorial Guinea, Sao Tome and Principe.

More information on UNOCHA ROWCA can be found at www.unocha.org/ROWCA.

The United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) through its Regional Office for West and Central Africa (ROWCA) promotes early warning and emergency response preparedness and works towards strengthening national capacities in the region and that of members of the international humanitarian community to respond to disasters quickly and in a coordinated fashion. ROWCA covers a region highly susceptible to natural and man-made disasters. In the past, flash floods, civil conflicts, and drought have often overwhelmed the affected Governments, paving the way for the international community to assist. Climate change, global food and energy price spikes, and national and ethnic tensions are additional risks that affect vulnerable communities.

The main goal of ROWCA’s strategy is to promote a more enabling environment for humanitarian action in West and Central Africa and a more effective coordination system through public information, partnerships, donor and media outreach. ROWCA improves levels of preparedness through early warning and contingency planning, ensuring the inclusion of all relevant key partners. ROWCA makes sure that Governments, civil society (including volunteers and/or volunteer organizations) and international actors are well prepared, so that in the face of slow- or sudden-onset emergencies, the entire humanitarian community joins efforts to assist affected populations. In slow- or sudden-onset disasters or crises, ROWCA provides specialized support to country offices and partners within its areas of expertise, including surge teams, emergency response coordination, information management, advocacy and resource mobilization.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

We are inspiration in action

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

Within the delegated authority and under the direct supervision of the Head of the Information Management Unit or his/her designated mandated representative(s), the UN Volunteer Information Management Officer will:

- Participate in the collection and processing of data of humanitarian interest and their integration into the geo-spatial databases of the coverage area of the OCHA Regional Office (West and Central Africa).
- Prepare thematic maps as well as reference maps of the countries covered by the regional office. Compile and make available to partners through the interagency website the humanitarian interest maps produced by OCHA country offices as well as by other organizations.
- Participate in the development and finalization of Geographic Information Systems projects defined by the office.
- Maintain up to date and make available to partners the list of maps produced as well as their electronic and physical archiving.
- Work closely with the other members of the information management unit and the office for the creation and analysis of cartographic products.
- Design, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.
- Organize, design and carry out the evaluation and analysis of location-specific datasets through meaningful statistical techniques; participate in the development and revision of data standards (e.g. the Humanitarian Exchange Language) and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.
- Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials (using tools such as Power BI, Indesign, Illustrator).
- Encourages, mobilizes and supports co-workers, fellow UN Volunteers and local communities to play an active part in the development of emergency response tools and strategies on a voluntary basis;
- Initiates / participates in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Discusses with the supervisor on how volunteerism for the development of emergency preparedness and response tools and mechanisms can be mainstreamed throughout the assignment and aims to integrate relevant activities into work plans;
- Performs other duties as required.

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 IM Unit team member, the UN Volunteer Information Management Officer renders efficient, timely, responsive, client-friendly and high-quality support to UNOCHA Regional Office for West and Central Africa (ROWCA) and its beneficiaries in the accomplishment of her/his functions, including:
- Ongoing humanitarian operations are supported with Information Management Services remotely and through missions, as required;
- Timely, accurate and efficient analysis maps and products on regional humanitarian developments and events;
- Enhanced production of high-quality infographics, maps, dashboards and charts for international assistance and monitoring of humanitarian response activities at Regional or Sub regional Level;
- Collect, clean, curate and disseminate robust datasets, collating multiple sources datasets for holistic information approach (multiple sectors, multiple periods of time, multiple sources);
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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.

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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

- Advanced higher degree (Master’s or equivalent) in a relevant area (GIS, Statistics, Data Science, IT) or other relevant areas
- A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree; Internship could be considered.

Required experience

36 months

Experience Remark

At least 3 years of professional work experience at the national and/or international level as GIS officer, Database Manager, Statistician, Graphic designer, Data analysis, monitoring and Evaluation or other relevant programs; experience with experience in the field in the humanitarian sector would be an asset. Experience in the region would be an asset;

Language

- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Fluent

Area of Expertise

- Database design, administration and maintenance Mandatory
- Statistics Optional

Area of Expertise Requirement

- Excellent Data management Skills (Advanced Excel, SQL, Power Query, Power BI);
- Excellent GIS skills (ArcGIS);
- Graphic design tools knowledge (illustrator, InDesign);
- Business Intelligence Software proficient (Power BI, Tableau);
- Coding/stats Languages skills (R, Java) would be an advantage;
- Accuracy and professionalism in database management and data cleaning;
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
Conditions of Service and other information

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  
SENR000550-7839

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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: 15 October 2020

doa.apply_url  
[https://vmam.unv.org//candidate/show-doa/U0VOUjAwMDU1MA==](https://vmam.unv.org//candidate/show-doa/U0VOUjAwMDU1MA==)

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.*