

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### SEN000560--Information Management Officer (IMO)

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

<b>Country of Assignment</b>	Senegal
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Dakar [SEN]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

National assignment

#### Living Conditions

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese are among the characteristic features of this West African country. The living conditions in Dakar are good, as well as access to health services. 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.

According to ANSD/RGPHAE 2018 official estimates, the population of Dakar metropolitan area reaches over 3.1 million people. The total population of Senegal is 15,85 million (2018) inhabitants. 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 1<sup>st</sup> Nov 2020, the average exchange rate is 1 USD = 560.983 XOF. Many hotels, restaurants and 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 other parts of the world issue visas before travel.

## Assignment Details

**Assignment Title** Information Management Officer (IMO)

### Organizational Context & Project Description

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

As the technical lead for the socio-economic response COVID-19, UNDP and its country offices worldwide are working under the leadership of the UN Resident Coordinators, and in close collaboration with specialized UN agencies, UN Regional Economic Commissions and IFIs, to assess the socio-economic impacts of the COVID-19 pandemic on economies and communities. UNDP also stands with all the other UN partners to support the response to the socioeconomic impact of the crisis.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

### Task description

The UN Volunteer will work under the supervision of the UNDP Resident Representative and Deputy Resident Representative, in the key functions listed below. He will also work closely with the UNV Regional Communication team.

#### **Develop and maintain Country Office Information Management System related to UNDP's Covid-19 response:**

- Coordinate with information management network groups in UNCT as well as UNDP project teams with aim to facilitate information exchange and the promotion of data and information standards related to Covid-19 response;
- Engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices;
- Support in development of information management tools and platforms that supports to showcasing of UN/UNDP work on Covid – 19 response and recovery;
- 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;
- Manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, visible, comprehensive and follows relevant metadata standards;
- Advocate for the use of data standards and common platforms, and for the open exchange of information;
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#### **Support in monitoring UNDP's Health systems support as part of COVID response (and UNCT wherever possible):**

- Design, develop and manage databases, spreadsheets and other data tools for capturing Health system support especially health supplies at sub-national levels for COVID response;

- Consolidate and document operational information (stock, distribution, storage, inventory etc) on a regular schedule to support analysis and ensure the quality of high-value data for accuracy, consistency and comparability;
- Develop and maintain spatial operational datasets in accordance with relevant standards and guidance;
- Produce and update high-quality map products related to health supplies/ products in states and region level services;
- Maintain a repository of spatial data and ensure that the data are documented and accessible to all partners through local and/or online services;

**Support in information management related to Socio economic impact assessments and emergency preparedness and response:**

- Support the team to carry out a rapid survey to comprehensively assess the impact of COVID-19 on MSMEs and needs analysis activities, including secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments;
- Support CO and assessment teams in cross-sectional Sectoral and community specific socio impact assessment in specific vulnerable geographical areas and specific sectors like agriculture, livelihoods etc.
- Participate in the development and revision of data standards and advise on the application of these standards into local systems and processes;
- Provide advice on the various assessment designs to ensure data quality;
- Manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK);
- Organize, design and carry out the evaluation and analysis of location specific datasets through meaningful statistical techniques;
- Perform other related duties 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**

- Efficient, timely, client-friendly and high-quality information management support is rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
- Development and maintenance of CO Information management platform for UNDP COVID-19 response
- Support in developing Health Supplies Management Information System (HMIS) for COVID response for UNDP
- Support in information management related to Socio economic impact assessments and emergency preparedness and response
- 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

## Qualifications/Requirements

**Required Degree Level** Master degree or equivalent

**Education - Additional Comments**

- an advanced university degree (i.e. Master's degree or equivalent) in Emergency Management, Geographic Information

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W. [www.unv.org](http://www.unv.org)

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

Systems, Information Management, Communication, Computer Science, Statistics, Graphic Design, Social Sciences or other relevant field is required; a first-level university degree (i.e. Bachelor's degree or equivalent) in one of the afore-mentioned academic disciplines in combination with qualifying relevant professional experience may be accepted in lieu of advanced university degree;

**Required experience** 36 months

#### Experience Remark

- Minimum 3 years of progressively responsible professional experience in information management, information systems, disaster management, humanitarian action or in related field is required;

#### Language

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

#### Area of Expertise

- Public information and reporting Optional
- Knowledge management, archiving and documentation Mandatory
- Other communications related experience Mandatory

#### Area of Expertise Requirement

**Need Driving Licence** No

#### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

#### Condition of Service

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

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## 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.

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;

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- 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** SENR000560-8242

#### **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.

This is a national UN Volunteer assignment, therefore only nationals of Sénégal and legal residents in Sénégal with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don't forget to tick the yes box for: "I am interested in serving as a volunteer in my own country."

**Application deadline:** 26-11-2020

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDU2MA==>

#### **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.*