UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001360--Associate Information Management Officer


Informations générales

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<th>South Sudan</th>
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<td>UN High Commissioner for Refugees</td>
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<td>Catégorie de volontaire</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
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<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>d’affectation</td>
<td>Lieu d’Affectation</td>
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<td>Remarque sur le lieu d’affectation</td>
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<td>Lieu d’Affectation sans Famille</td>
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Conditions de vie

The political context of South Sudan remains unpredictable following the 15 December 2013, armed violence that erupted in the capital city of Juba and has quickly spread through the country, affecting four of the country’s ten states, namely Jonglei, Upper Nile, Unity and Central Equatorial States. Since December 2013, the conflict has devastated the lives of millions of South Sudanese and displaced more than 2 million people. About 1.5 million of them have been displaced internally in South Sudan and over 500,000 are refugees in neighboring countries.
South Sudan is a difficult duty station, which is classified as a non-family duty station as there is basic infrastructure in the capital city Juba and the country.

The highly recommended vaccination in South Sudan is Yellow Fever. Please note that without evidence of yellow fever vaccination, access to South Sudan is restricted. Similarly, vaccination for Hepatitis A & B are also necessary.

South Sudan is Security Level III. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues. However, Juba is under Security Level IV.

The widely used currency for business transaction is the South Sudan Pounds (SSP). Banking Services are widely available in Juba. However, the use of bank credit and debit cards is limited.

There are two mobile telephone companies including ZAIN & MTN providing services and sim cards can be easily bought with cash after registration by the Service provider. There are no fixed telephone lines in South Sudan/Juba.

South Sudan electricity on the national grid is almost non-existent as it’s switched on once in a while. Juba is powered by individual household generators. Water tanks are the source of running water to households.

There are restaurants in Juba serving food from different regions of the world. Markets and shops are fairly well-stocked with food items, clothes and other household goods. There are also local markets for vegetables and other farm produce. The cost of living is generally high as almost all of the goods are imported.

In Juba all international staff reside at UNHCR provided accommodation. Mental robustness thus needed in light of the highly stressful environment with tight deadlines.

There are limited medical facilities in Juba, therefore, staff assigned must be in good health. Candidates with conditions that would require regular treatment or medical supervision should be appropriately advised. Sick Staff are referred to Juba where UN personnel are provided medical services in the UN Agency clinic.

Détails sur l'Affectation

Titre de l'Affectation
Associate Information Management Officer

Contexe organisationnel & description du projet

Since December 2013, the internal conflict that arose in South Sudan has devastated the lives of millions of South Sudanese and displaced more than 4 million people. About 1.9 million of them have been displaced internally and over 2 Million are refugees in neighboring countries. In response to the needs of
the displaced, UNHCR initiated its protection and assistance programme, within the UN system-wide cluster approach primarily in the areas of Protection, Shelter/NFI and Camp Coordination and Camp Management, with further search for possible solutions for those displaced returning to their homes and/or their ancestral lands or relocations.

In addition to engagement in protection activities in the Protection of Civilian Sites that host approximately 220,000 (12%) of the IDP populations, UNHCR protection strategy in 2018 aims at prioritizing protection activities in IDP locations outside POCs and enhancing outreach activities through standardized protection monitoring activities and constantly engaging IDP women, men, girls and boys to map out protection risks and responses to building their resilience/capacities to mitigate the risks. UNHCR protection and solutions strategy will entail working with Government and partners within the inter-agency system towards the formulation of robust context specific protection and solutions strategies that will guide interventions in those locations and optimize opportunities for solutions.

To achieve the above, UNHCR needs an Information Management Officer (IMO) to support UNHCR agency operations in support of the Protection Cluster. The Information Management Officer will serve to strengthen UNHCR data collection, consolidation, analysis and report to inform UNHCR programming for IDPs and formulation of protection and solutions strategies. The staff member will be expected to also support field offices to implement standard protection monitoring and assessment tools and build capacity of national staff in management of IDP operations data. In addition, in view of UNHCR prioritization of transitional and durable solutions in 2018, there is need for systematic profiling of populations to provide baseline information for such engagement. The profiling will serve to compliment available data to inform comprehensive approaches to solutions. The UNHCR IMO will thus serve to provide necessary support to the UNHCR operations and engagement with other actors, including Government of South Sudan represented by the Ministry of Humanitarian Affairs and Disaster Management and the South Sudan Relief and Rehabilitation Commission (RCC) in systematic collection and analysis of data on the populations. The Information Management Officer will liaise with sectoral leads to gather information for further analysis and dissemination and identify information gaps. Where information gaps exist, the Information Management Officer may help setting up primary data collection systems and organize needs assessments, which may also involve other stakeholders. The IMO will also support the formulation of information management strategy at the country level for UNHCR IDP operations.

South Sudan is a hardship duty station, which is classified as a non-family duty station as there are only basic infrastructure in the capital city Juba and the country. The operational context will include deep field activities, including in areas of shifting civil conflict. Strong, stable, mature and flexible character is required.

Objectifs de développement
durable

16. Peace, Justice and Strong Institutions

Description de l’action

Under the direct supervision of Senior Protection Officer Internally Displaced Persons (IDPs) the UN Volunteer will undertake the following tasks:
Draft the country/operation-specific Information Management Strategy and define operational and funding requirements for the implementation of the strategy.

Support the promotion of data and information sharing within the humanitarian community as well as the adoption of global data standards, and where appropriate, the establishment of country-specific common data standards.

Identify and obtain the needed data and information elements required to produce standardized information products and design and manage respective data/information collection plans for baseline and context-specific data.

Support the Office in the analysis of processed data and information and perform data quality and consistency control.

Design and implement a structured dissemination plan for all information products and services as appropriate (e.g. web portal, mailing list, information centres, etc.) including the definition of standard operating procedures for clearing information products for release.

Coordinate needs assessments within UNHCR operations and participate in joint needs assessments (IRNA) with other partners/clusters. Support operational leads in making methodological decisions about how to conduct needs assessments.

Assist SPO and/or maintain effective linkage to cluster coordination processes;

Maintain effective working relationships with IDPs of concern as well as relevant Government, UN, NGO implementing and operational partners, community members as well as relevant non state armed actors in the operational area to ensure the delivery of protection;

Undertake field missions and support field offices as deemed necessary by the senior management.

Build the Information Management Capacity of national and local government, partners and civil society to assume their responsibilities vis-à-vis all persons of concern through training on operations data management and Information Management, mainstreaming and related activities.

In South Sudan humanitarian cluster system, contribute to protection information management through provision of disaggregated data on populations of concerns and their problems through collection and dissemination of relevant protection information and good practices to enhance protection delivery and provide technical advice where necessary.

Participate in Information Management Working Groups and other coordination forums representing UNHCR as an agency

Assist in the recruitment and training of data collectors and data entry personnel, if requested

Other duties as required.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.

• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.

• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.

• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web.
The country operation has a clear and comprehensive Information Management strategy which guides all IM activities in the county.

The Office has stepped up to its leadership role in providing quality Information Management services and delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely delivery of information.

Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.

Effective and timely support is provided for the formulation of clear and coherent protection and solutions strategies which incorporates a thorough AGD analysis, identifies the needs and capacities of the persons of concern and organizational global regional and country level priorities.

AGD sensitive analysis of community level risks and analysis forms the basis of all UNHCR work.

Protection incidents and needs are monitored and immediately identified and addressed through direct interventions and advocacy.

National protection capacities are improved through direct engagement, research and advocacy.

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.

Qualifications / Exigences

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<thead>
<tr>
<th>Domaine de qualification</th>
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<td>Niveau de qualifications - autres commentaires</td>
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We are inspiration in action

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

4 Mar 2020
Bachelor degree in information technology, demography, statistics, social sciences or any related area.

**Expérience Requise**

48 mois

**Remarques sur l’Expérience**

Minimum of 2-3, in very exceptional cases 4 years of relevant experience in international organizations of which two must be in the field

**Linguistiques**

- English (Mandatory), Niveau - Fluent

**Domaine d’expertise**

- Software and applications development and analysis Obligatoire

**Domaine d'expertise requis**

Experience with relevant software such as: ArcGIS, Mapinfo, SPSS, EpiInfo6, HTML, PHP, ASP, Java, Ms Access, SQL, progress) is desirable.

Knowledge of the UN system and the humanitarian community

- Knowledge of protection-related guidelines, standards and indicators
- Successful participation in the Operational Data management Learning Programme is desirable or related courses

**Experience**

- Proven skill to analyse statistical information
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
- Ability to compile and holistically analyse diverse datasets.
- Experience with handling confidential data.
- Demonstrated understanding of different data collection methodologies.
- Excellent written and oral presentation skills.
- Successful participation in the Operational Data management Learning Programme is desirable.
- Experience in web design and software development is an asset.

**B) Competencies and values:**

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and
Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.

Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;

Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;

Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Permis de Conduire exigé  Non

Conditions de service et autres informations

Conditions de 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$ 1,631. 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.

**Code d'application** SSDR001360-6505

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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:** 17-03-2020

doa.apply_url [https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTM2MA==](https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTM2MA==)

**Avertissement**

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.