UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001368--Data Management Specialist

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>South Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Juba [SSD]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

- The position will be based in Juba, South Sudan. The International UN Volunteer will be housed in one of the two UNDP compounds. Although services are not fully developed, banking facilities, UN and private medical facilities, and telecommunications/internet services are readily available. UN Agencies, Funds and Programme’s personnel are provided medical services in the UN Agency clinic. Other medical services can be obtained at the UNMISS Level II hospital.
- The political context of South Sudan remains hopeful with the formation of the Revitalized Transitional Government of National Unity expected in November 2019.

10 Mar 2020
Assignment Title

Data Management Specialist

Organizational Context & Project Description

(under this point two types of issues could be addressed: a) the partners/organizations, besides the host agency, with which the UN Volunteer will be dealing/interacting with during the performance of the tasks under the assignment and the role of these partners in the development process/issue tackled by the project, and/or b) the brief description of the organization (host agency) in which the UN Volunteer will be working (number of units/divisions, etc) and description and role of the unit/department where the UN Volunteer will be placed)

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Director General, Macroeconomic Planning and Aid Coordination, the UN Volunteer will undertake the following tasks:

- Develop and maintain a web based system of aid coordination linked with the national budget and support monitoring of planned results of the National Development Strategy at national and sub-national levels.
- Revise/update the Aid Information Management System (AIMS) and explore the options of using AIMS as a tool for tracking and reporting on effectiveness benchmarks of the Paris Declaration and New Deal.
- Improve data gathering and reporting mechanisms through effective review of the existing reporting format, in line with global best practices.
- Consolidate and analyse financial data from development partners into an annual financial tracking system.
- Transfer skills to staff on data gathering, analysis and reporting.
- Adhere to the internal reporting mechanisms set by MoFP management, including but not limited to, monthly progress reports on achievements.

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 South Sudan;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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 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

- Strengthen 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);
- Systematically apply, integrate and document Age, Gender and Diversity (AGD) in all activities throughout the assignment
- Write 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Economics, Statistics, management Information systems, Information technology or related field</td>
</tr>
<tr>
<td>Required experience</td>
<td>60 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td></td>
</tr>
</tbody>
</table>

We are inspiration in action
• Masters Degree in relevant field (statistics, information management systems, or related field) is required with 5 years of experience in relevant field;
• Demonstrated experience in designing and maintaining development financial tracking systems and databases;
• Good understanding of international aid and strong appreciation of fragile and conflict affected situations;
• Demonstrated experience of capacity development and coaching other staff;
• Competent in the use of Microsoft Office Suite, data bases relevant to M&E, and data visualization software; and
• Written and spoken English; excellent communication and interpersonal skills essential

Language
• English (Mandatory), Level - Fluent

Area of Expertise
• Development programme management Mandatory
• Finance, accounting and audit Optional
• Monitoring and evaluation Mandatory

Area of Expertise Requirement

Building Strategic Partnerships:
• Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP’s mandate and strategic agenda;
• Promotes networking and knowledge sharing with other colleagues in UNDP and the UN System;
• Assists and trains national counterparts in creating the tools necessary to support development policy in the Country;

Innovation and Marketing New Approaches
• Seeks a broad range of perspectives in developing proposals;
• Identifies new approaches and promotes their use in other situations;
• Creates an environment that fosters innovation and innovative thinking;
• Makes the case for innovative ideas from the team with own supervisor.

Resource Mobilization
• Analyzes information on potential bilateral donors and national counterparts to recommend a strategic approach;
• Identifies and compiles lessons learned;
• Develops a resource mobilization strategy at the country level.

Promoting Organizational Learning and Knowledge Sharing
• Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
• Identifies new approaches and strategies that promote the use of tools and mechanisms;
• Effective presentation and report-writing skills; strong analytical and strategic skills.

C) Core Competencies:

• 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 regulations.
• 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.

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

Need Driving Licence No

Competencies & Values

• Accountability
• Client Orientation
• Communication
• Integrity
• Knowledge Sharing
• Leadership
• Planning and Organizing
• Technological Awareness

Conditions of Service and other information

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 SSDR001368-6542

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
Application deadline: 23-Mar-2020 - 23:59hrs, Germany time

doa.apply_url
https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM2OA==

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.