UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TCDR000163–Associate Operation Data Management Officer

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>Chad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</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>Goz Beida [TCD]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>Chad is classified as a non_family duty station.</td>
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</table>

Living Conditions

Chad is among the most complex UNHCR operations in terms of security, environment, and logistical context. The environment is characterized by unforeseen trends related to these factors. The risk of common criminality—fuelled by poverty, social unrest, and high levels of unemployment continues to be one of the main threats to the physical integrity of UNHCR staff. UNHCR staff are always reminded the need to strictly respect all norms of security. Cultural sensitivity and good security and safety awareness are important elements as Chad is a non-family duty station and there are constant threats to one’s safety and security. This position will be based in UNHCR Field Office Goz Beida covering two camps Djabal and Goz Amir and the Kerfi Site. In terms of working and living conditions, Goz Beida is
Assignment Details

**Assignment Title**  
Associate Operation Data Management Officer

**Organizational Context & Project Description**

**Preamble:**

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Organizational Context/Project:

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

The UNHCR operation in Chad has a branch office in N’Djamena and sub offices in Gore, Iriba and Farchana. The Chad operation currently manages over 454,381 refugees and asylum seekers with two camps and one site covered by Goz Beida Field Office hosting about 62,127 refugees and asylum seekers.

During 2003 and 2004, persistent clashes between the Sudanese Government and militias in Darfur along the border with Chad forced thousands of people to flee conflict and violence and to seek refuge in eastern Chad despite the humanitarian crisis there at the time. During that period, the Government of Chad established 12 camps to accommodate Sudanese refugees: Amnaback, Iridimi, Kounoungou, Mile, Oure Cassoni and Touloum camps covered by the UNHCR Sub Office in Iriba; Bredjing, Farchana, Gaga Djabal, Goz Amir and Treguine camps covered by the UNHCR Sub Office in Farchana; Since that time, UNHCR and its partners have collaborated with the Government of Chad and Chadian authorities at the regional and local levels to provide protection and assistance to the refugees and to seek solutions to their displacement. From 2014, UNHCR Chad and Sudan with their Governmental counterparts started discussing the possible voluntary repatriation of Sudanese refugees. Cross-border and tripartite meetings including go-and-see/come-and-tell visits were organized both in Chad and in the Sudan. Between 2017 and 2018, a number of refugees were repatriated to Sudan and Chadians returned. The exercise is planned to resume beginning of 2020.

Sustainable Development Goals 3. Good Health and Well-being

Task description

Under the direct supervision of the Associate Protection Officer based in Goz Beida and in collaboration with the Operation Data Management Officer based in N’Djamena, the UN Volunteer will undertake the following tasks:

- Manage the use, maintenance and technical support of databases used in the operation (registration, voluntary repatriation, resettlement, etc.) including planning and overseeing data collection, input and verifications; production of standard and ad hoc reports.
- Manage the use, maintenance and technical support of UNHCR Bioemtrics and Identity Management System (BIMS)
- Analyze and respond to report requests from UNHCR staff, local governments, partners, donors and Headquarters in agreement with his supervisor.
Facilitate and/or undertake additional data collection activities including planning and coordinating data collection methodologies and analysis with relevant staff of other offices in the country, Regional Hub and/or Headquarters, as applicable.

Be responsible for the registration ("ProGres" database), oversee data input and reporting in close collaboration with other UNHCR colleagues (protection, registration, community services, etc.).

Assist in training of UNHCR staff as well as staff members of implementing partners in relevant aspects of data management.

Liaise with his supervisor on new reporting requirements and procedures as needed;

Conduct data collection audits in order to ensure that no unnecessary data collection is occurring and to ensure that all necessary data is being captured;

Assist in development of new data collection and data analysis tools, including efficient data capturing forms;

Create and maintain databases and spread sheets that meet operational requirements.

Contribute to designing appropriate registration strategies and methodology to meet standards.

Ensure that statistics and other reports are produced and shared on a timely basis.

Oversee data management activities related to voluntary repatriation process

Share pre-manifest and final manifest for repatriation convoy with repatriation team in Iriba

Manage registration material.

Perform other related 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

- UNHCR has reliable and up-to-date data on persons of concern.
- UNHCR registration, ProGres database and Biometrics and Identity Management System are maintained with high quality so that it will be used for the operational planning and producing relevant reports and statistics.
- Standard Operating Procedures (SOPs) related to registration are updated and implemented, with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM)
- Persons of concern have fair and transparent access to the registration procedures
- Fraud in the registration process is identified and appropriately addressed.
- Registration and Data focal point in field are trained adequately.
• 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
• Repatriation data and dashboards are updated and shared with stakeholders
• Pre-manifest and final manifest for repatriation convoys are shared with repatriation team in Goz Beida
• A final statement of achievements towards volunteerism for 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>Bachelor degree or equivalent</th>
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</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Degree in Data bases administration, IT or related fields</td>
</tr>
<tr>
<td>Required experience</td>
<td>36 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>3-4 years of previous job experience relevant to the function or in data management, analysis and information technology</td>
</tr>
<tr>
<td>Language</td>
<td>• French (Mandatory), Level - Fluent • AND - English (Mandatory), Level - Working Knowledge</td>
</tr>
<tr>
<td>Area of Expertise</td>
<td>• Database design, administration and maintenance Mandatory • IT architecture and IT project management Mandatory • Other information and telecommunications technology experience Mandatory</td>
</tr>
<tr>
<td>Area of Expertise Requirement</td>
<td></td>
</tr>
</tbody>
</table>

26 Mar 2020
Advanced knowledge of Microsoft Office Suite and specifically Microsoft Access and MS Excel. Minimum knowledge of MS SQL Server 2012, T-SQL and VBA.

Knowledge in business intelligence and information management tools is an asset.

| Need Driving Licence | No |

**Competencies & Values**

- Accountability
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

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**Conditions of Service and other information**

**Condition of 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$ 1,651. 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: TCDR000163-6636

Application procedure

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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.

Application deadline: 30-03-2020

doa.apply_url: https://vmam.unv.org/candidate/show-doa/VENEUjAwMDE2Mw==

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.