UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000341--Emergency Information Management and Reports 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>Thailand</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Bangkok [THA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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Living Conditions

Thailand is located in Southeast Asia. The climate is tropical, with the monsoon season running from May/June through October/November. Bangkok is the capital of Thailand, and it is also the most populated city in the country. It is located in the Chao Phraya River delta in the central part of the country. Bangkok has an estimated population of 8.75 million as of 2017 (13% of Thailand’s total population), based on data from the 2010 census. Over the past decades, Bangkok has grown rapidly with little urban planning or regulation. This has led to traffic congestion and air pollution, and there is frequent flooding of streets during the rainy season in the City’s low-lying areas.

The cost of living in Thailand is relatively low, as compared to many other capitals in Southeast Asia. Housing is widely available in various sizes and at various price points. Private healthcare in Thailand is of...
excellent standard, and there are numerous top hospitals in Bangkok, which fall far below countries like the US in terms of price. There are numerous high-quality international schools available in Bangkok, with English as the language of instruction. Bangkok has different public transportation options, including the BTS Skytrain and MRT Underground, metered taxis, mobile-based ride-hailing services (Grab, All Thai Taxi, etc.), tuk tuks, motorbike taxis, buses and boats.

Assignment Details

Assignment Title
Emergency Information Management and Reports Officer

Organizational Context & Project Description

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF believes that all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

On 31 December 2019, WHO was alerted to several cases of pneumonia of unknown origin in Wuhan City, Hubei Province of China, later identified as a novel Coronavirus (named 2019-nCoV). As of 12 March 2020, 125,048 cases were confirmed positive of COVID-19 globally with 4,613 deaths. 80,981 confirmed cases are in China and an additional 8,996 confirmed cases in other East Asia and Pacific countries with 7,869 cases in the Republic of Korea, 620 cases in Japan, 178 cases in Singapore, 70 cases in Thailand, 70 cases in Malaysia, 39 cases in Vietnam, 52 cases in the Philippines, 34 cases in Indonesia and 3 cases in Cambodia, 1 case in Mongolia and 1 case in French Polynesia.

To date the case burden has predominantly fallen upon older populations, with the average age of cases in China 48 years. However, disaggregated epidemiological data for children and pregnant women is not readily available and only starting to be reported. Consequently, the susceptibility and full extent of clinical features (disease severity, pregnancy complications, etc.) of the virus in these groups is not yet known. There are significant shortages of protective equipment like Personal Protection Equipment (PPE), masks, sanitizers and limited information about the availability of supplies appropriate for children’s use. Furthermore, vulnerable populations are at greater risk of long-term impacts due to interruption of regular health, education and other needed services.

UNICEF EAPRO is proactively engaging with COs to undertake preparedness/response measures including engaging with WHO counterparts and Governments. UNICEF EAPRO has activated the Regional Office Emergency Management Team (REMT) and is coordinating UNICEF’s response at regional level. This includes the coordination of country office supply requests, the set-up of an information management platform and the development of a regional emergency response plan.
Sustainable Development Goals  17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Regional Emergency Specialist or his/her designated mandated representative(s), the UN Volunteer Emergency Information Management and Reports Officer will:

- Coordinate with country offices/regional sections, collect information and develop Regional Sitreps;
- Systematically screen and cross-check internal and external reports, sitreps, information and communication material for accuracy and consistency;
- Develop and coordinate regular highlights for internal distribution;
- Maintain and regularly update a Strategic Issues analysis for the Emergency Specialist and the Emergency Advisor;
- Collect, prepare and systematically update information material (Fact Sheets, FAQs,背景者, data tables), briefings, and presentations on the situation, in coordination with the Regional Emergency Management Team;
- Prepare briefing notes to be used by the Emergency section or contribute to internal/external briefings together with Regional communication section;
- Maintain essential contacts with programme and operations team to facilitate timely and accurate information flow;
- Support information gathering and information flow across sections and programmes in Regional office;
- Participates in the Regional/global calls, prepare notes for RO actions and share/follow up;
- Support the development of Emergency plans of action, and compliance and coordination of all sectors with the plans;
- Support Country Office and the RO in developing Humanitarian Performance Monitoring (HPM) plans and systematically collect and report on progress against humanitarian targets;
- Support the development of emergency appeals and project proposals;

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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions,
including:

- Coordinating and quality-assuring both regular and special informational reporting on UNICEF emergency response;
- Ensuring consistently high quality information products;
- Providing direct full-time support to the ongoing emergency response;

- 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
Advanced university degree (Master’s or equivalent) in a related field.

### Required experience
24 months

### Experience Remark
A minimum of 2-5 years’ experience with either the UN and/or NGO in emergency or development settings.

### Language
- English (Mandatory), Level - Fluent

### Area of Expertise
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations
  Mandatory
- Public information and reporting
  Mandatory
- Knowledge management, archiving and documentation
  Mandatory

### Area of Expertise Requirement
- Excellent drafting and report writing skills;
- Excellent command of English;
- Good understanding of humanitarian operations and the inter-agency humanitarian response system.

### Need Driving Licence
No

### Competencies & Values

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

20 Mar 2020
Adaptability and Flexibility
Commitment to Continuous Learning
Communication
Integrity
Planning and Organizing
Professionalism
Respect for Diversity
Working in Teams

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**

THAR000341-6666

**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:** 22 March 2020

Updated Novel Coronavirus (COVID-19) information for candidates can be found [here](https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDM0MQ==).

doa.apply_url

[https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDM0MQ==](https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDM0MQ==)

**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.