

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TZAR000143--Information 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

<b>Country of Assignment</b>	United Republic of Tanzania
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Dar es Salaam [TZA]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

## Assignment Details

<b>Assignment Title</b>	Information Management Officer
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### Organizational Context & Project Description

UNDP Tanzania would like to improve its programming through evidence-based risk management in all its programming areas of

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

Inclusive Growth, Environment/Climate Change and Inclusive Governance. As part of strengthening its integrator role within the UN system and support to Government Plans and priorities, the Crisis Risk Dashboard is a tool that UNDP uses to support programme management through data analysis and information sharing.

Recognizing the need for continued and systematic analysis of contextual risks, it was decided to deploy an Information Management Officer (IMO) in the office of the Resident Representative, to support the updating of a Crisis Risk Dashboard (CRD). The CRD is an online platform for data aggregation and visualization, aimed at facilitating the identification, tracking and analysis of contextual risks by the UNDP Country Office and potentially the wider UN Country Team.

UNDP Crisis Bureau and the Country Office will work together on developing, maintaining and using the CRD. As a next step, the Country Office and Crisis Bureau are seeking to recruit an information management officer (IMO) who will lead on key aspects of the CRD design and finalization, especially related to data management and technical support.

## Sustainable Development Goals

### 1. No poverty

## 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 Regional Information Management Officer, as part of the UNDP-UNV Tandem Teams Initiative[1].

Summary of key functions:

- Data Capture, Management and Analysis
- Data Visualization, Reporting and Application
- Technical Support

Data Capture, Management and Analysis:

- Identify key data gaps for informed crisis risk tracking in the country.
- Propose a strategy and implementation plan for capturing required primary data
- Develop a process for and understand primary data gathering (e.g. designing and conducting periodic perception surveys)
- Identify and integrate additional primary and secondary data into the Crisis Risk Dashboard as required by evolving needs including the development, implementation and management of new indicators and corresponding data that are associated with the crisis risk model;
- Propose revisions and improvements to the overall design framework and data requirements for the risk tracking system, using as the key tool the Crisis Risk Dashboard (CRD) – a purpose-designed platform developed by CRU for online information management and data visualization - and ensure content is current, comprehensive, and follows relevant metadata standards;

Data Visualization, Reporting and Application:

- Produce and update information products such as maps, charts, and infographics by turning data into graphical products to convey messages and a storyline as well as support strategic and operational decision-making;
- Explore ways of presenting crisis risk profiles and early warning more effectively through visual representations (charts, graphs, tables and diagrams) through the CRD;
- Provide technical assistance in translating data and other program information into easy visual representations, in accordance with data visualization best practices;
- Consolidate operational information on a regular schedule to support analysis and design and implement sustainable information management and dissemination systems for data collections for the CRD, where required.

Training and Technical Support:

- Provide substantive input on information management toward the development of guidance and training materials in support of the Country Office / Country Team application of the CRD;
- Provide maintenance and end-user technical support in issues relating to the CRD information management use, including troubleshooting for data entry and access to the existing database;
- Provide technical assistance in order to build capacity of staff on how to integrate data visualization approaches into their work as well as how to update and monitor existing dashboards.

[1] A UNDP-UNV initiative whereby international experts are working closely with NUNVs to support UNDP COs.

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

- Crisis Risk Dashboard (CRD) for Tanzania is designed and functional.
- The tool designed provides up-to-date data visualization and Reporting.
- The CRD is implemented with the support of UNDP and the wider UNCT in Tanzania.
- 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 degree or equivalent degree) in information management, information systems, social science or related.

**Required experience** 36 months

#### Experience Remark

- A minimum of three years of progressively responsible experience in information management, information systems, geographic information systems (GIS), database development, web management, visualization, or other related areas;
- Strong experience in conducting primary research, particularly in crisis contexts;
- Experience managing information in international development or humanitarian context as well as relevant experience within the UN system is highly desirable;
- Strong knowledge of best practices for data visualization and dashboards;
- Experience in providing excellent client/customer services;
- Knowledge and understanding of theories, concepts and approaches relevant to the management of information in an international development or humanitarian context;
- Ability to conduct data collection using various methods;
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases;
- Ability to quickly establish and maintain effective working relations with people of different cultural backgrounds and languages.

#### Language

- English (Mandatory) , Level - Fluent
- AND - Swahili (Mandatory) , Level - Fluent

**Area of Expertise**

- Public information and reporting Mandatory

**Area of Expertise Requirement****Functional competencies:**

- Intimate understanding of designing and conducting primary data gathering and research including survey design and implementation, facilitating focus groups, research interviews, etc.;
- Looks at experience critically, drawing lessons, and building them into the design of new approaches;
- Possesses strong analytical and research capabilities, including the ability to produce high quality reports and knowledge products;
- Knowledge of UNDP's mandate, systems and tools in the area of conflict prevention, disaster risk reduction, environment/climate change, crisis preparedness and response;
- Creates an environment that fosters innovation and innovative thinking;
- Makes the case for innovative ideas from the team with own supervisor;
- Designs management systems based on established best practice;
- Formulates strategy for the implementation of systems;
- Review systems performance to support rigorous development of systems standards and modes of operation;
- Ability to coordinate and conduct trainings, ensure knowledge management, identify and share best practices.

**Core Competencies:**

- Promoting ethics and integrity, creating organizational precedents;
- Building staff competence, creating an environment of creativity and innovation;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making; calculated risk-taking.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Integrity
- Professionalism
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

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

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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;
- 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** TZAR000143-8636

#### 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 Tanzania and legal residents in Tanzania with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Candidates with long-term experience are encouraged to apply. Provided that the respective requirements are met, the assignment might be considered as UN Volunteer expert (15 years of experience), including 40% additional VLA or as UN Volunteer Senior Expert (15 years of experience incl. international experience), including 100% additional VLA.

Application deadline: 28 January 2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/VFpBUjAwMDE0Mw==>

#### 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.*