General Information

Country of Assignment: Ukraine
Host Institute: United Nations Development Programme
Volunteer Category: National UN Volunteer Expert
Number of Volunteer: 1
Duration: 6 months
Expected Starting Date: 01-08-2020
Duty Station: Kyiv [UKR]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions

Kyiv is a family duty station and safe from the security perspective and offers wide opportunity for good professional and social life. Ukraine has reasonable health, education and transportation facilities. It is the largest country entirely within Europe, with population of 43.8 million. Ukraine has a mostly temperate continental climate, although the southern coast has a humid subtropical climate. The security level is low (2) in Kyiv according to the classification by the UN Department of Safety and Security (UNDSS). According to the most recent data average monthly cost of living in Kyiv is 11,000 UAH without rent, accommodation options range from 8 000 – 13 000 UAH/month.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details
Assignment Title: Data Management Specialist

Organizational Context & Project Description

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP Ukraine has been providing support to the Government to prepare, respond and recover from the pandemic since the very beginning of the COVID-19 outbreak, focusing on the most vulnerable. This support focuses mainly on the health system support, inclusive and integrated crisis management and response and social and economic needs assessment and response. UNDP has been looking into the impact of COVID-19 on Ukraine log-term resilience and recovery.

This UNV assignment is part of the UNDP Country Office implementation of the UNDP’s Integrated Offer of response to the consequences of COVID-19 pandemic in Ukraine. The UNV Data Management Specialist will provide support to the Information Management Advisor in exploring viable information management solutions, supporting assessment and planning taskforce, improving monitoring and evaluation platform, designing info-graphics and visual products, developing corporate decision support system, and providing up to date information to the communication team in response to COVID-19 pandemic.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the direct supervision of Information Management Advisor the UN Volunteer will undertake the following tasks:

- Explore new technologies, conduct experiments, and find solutions for UNDP UA in response to COVID-19 epidemic
- Develop, manage, and regularly update an electronic database of health, education, environmental, socio-economic impact of COVID-19 on Ukraine
- Conduct primary data collection (qualitative and quantitative) on COVID-19 impact on different regions and areas of Ukraine
- Assist in the design of socio-economic impact assessments of COVID-19 on MSMEs in the formal and informal economy;
- Conduct secondary data collection for socio-economic impact assessments (desk research);
- Design info-graphics, dashboards, and visual products for both printed and online presentation and circulation
- Assist in developing monitoring and evaluation and corporate decision support system through ideation, coding, training, and implementation
- Collect, clean, organise, analyse and provide up-to-date information for communication and reporting purposes
- Any other related tasks as may be required or assigned by the supervisor.

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

- High-quality, professional, timely and efficient support in developing, conducting and finalizing COVID-19 impact database;
- Monitoring and evaluation platform is developed and deployed to track the impact of COVID-19 on UNDP programme and projects affected by the outbreak;
- COVID-19 compounded vulnerability index is compiled, managed and updated on a regular basis, in line with COVID-19 impact on different sectors;
- Performance evaluation dashboard is developed, designed, and deployed to support decision making process and help programmes and projects in correcting performance deviations caused by COVID-19;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)
Qualifications/Requirements

**Required Degree Level**
Master degree or equivalent

**Education - Additional Comments**
Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. Mathematics, Statistics, Computer Science, Information Science, or Information Management; or a related area; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

**Required experience**
180 months

**Experience Remark**
- At least 15 years of professional work experience at the national and/or international level in data management, or other relevant programmes; experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in international development, volunteerism as a mechanism for durable development, and the UN System.

**Language**
- English (Mandatory), Level - Fluent
- AND - Russian (Optional), Level - Fluent

**Area of Expertise**
- Database design, administration and maintenance Mandatory
- Statistics Optional

**Area of Expertise Requirement**

**Need Driving Licence**
No

**Competencies & Values**
Conditions of Service and other information


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.

UN Expert Volunteers receive a monthly Expertise Differential, calculated at 40% of the UN Specialist Volunteer monthly living allowance.
For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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 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.

Application Code UKRR000320-7361

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 Ukraine and legal residents in the Ukraine 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 (10 years of experience), including 40% additional VLA or as UN Volunteer Senior Expert (15 years of experience), including 100% additional VLA.

Application deadline: 28 July 2020

23 Jul 2020
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.