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>Ukraine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kyiv [UKR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

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, the 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 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-graphs 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-graphs, 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

36 months

Experience Remark

- Minimum 3 years of experience (up to 15 years) 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

Condition of Service

Click here to view Conditions of Service

Conditions of Service:


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.
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 UKRR000326-7780

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.

We are inspiration in action

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

22 Sep 2020
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, including 40% additional VLA or as UN Volunteer Senior Expert (15 years of experience incl. international experience), including 100% additional VLA.

Application deadline: 4 October 2020

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

**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.*