UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000055--Research and Data 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>United States of America</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Department of Political and Peacebuilding Affairs</td>
</tr>
<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>01-04-2020</td>
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<tr>
<td>Duty Station</td>
<td>New York [USA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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The work will include supporting SCPCRB’s analytical research capacity and fostering SCPCRB’s capabilities by applying innovative data analytics techniques. The latter will help SCPCRB to streamline and modernize its research to deliver more interactive, data-driven and engaging knowledge products for its clients. Throughout this work, the UNV will pay particular attention to mainstreaming gender relevant aspects in all research areas.

Applying enhanced data-analytic techniques will allow the Office to analyze, visualize, and summarize complex data to draw timely and strategic conclusions for clients and develop custom decision models to empower UN senior leadership and other clients to make effective strategic decisions.

As such, this will allow the Branch to foster well-informed interactions with government officials, civil...
society and academia representatives, diplomats, and colleagues from other UN offices and agencies.

Living Conditions

The UN Volunteer will reside in New York, which is a family duty station. It is a dynamic city with access to a range of public transport, infrastructure, accommodation, and cultural activities.

The cost of living is high. As is the case for UN staff and partners, the volunteer will make their own arrangements for housing and transportation to and from work.

The average monthly Volunteer Living Allowance (VLA) for a Specialist UN Volunteer in the United States in 2018 was $3,476 per month (those with dependents will receive more). The average monthly Volunteer Living Allowance (VLA) for a UN Youth Volunteer in the United States in 2018 was $2,782 per month.

These amounts include a 30 per cent accommodation supplement to offset the high accommodation costs in New York duty station. Candidates are encouraged to consider this when applying.

Assignment Details

Assignment Title: Research and Data Officer

Organizational Context & Project Description

This position will be hosted in the Security Council Practices and Charter Research Branch within the Security Council Affairs Division of the Department of Political and Peacebuilding Affairs (DPPA) at UN Headquarters in New York.


Task Description

Under the direct supervision of the Senior Political Affairs Officer, the UN Volunteer will undertake the following tasks:

- Analysing data using statistical methods; Identifying relationships, trends, and patterns, or draw conclusions from relevant Security Council datasets; Modelling processes and performing exploratory data analysis and producing visualizations; Performing decision analysis.
- Develop custom decision models to empower UN senior leadership to make effective strategic decisions.
- Build a sustainable and cost-effective partnerships with interested external experts in the field, such as universities, think tanks, academic research institutes, foundations as well as relevant UN offices as well as other international and regional organizations.
- Design and promote research products on WPS issues and topics relevant to the implementation of UNSCR 1325 (2000).
- Design user-friendly research products for social media purposes to promote the implementation of DPPA mandates.
- Monitor and analyse political developments in Security Council and identify political and legal trends.
- Network and build relationships with relevant actors, both government and civil society, through participating in seminars, workshops, etc. This will foster targeted outreach to relevant stakeholders to promote and inform clients on the newly established research and analytical capacities of SCPCRB.
- Initiate and / or participate in local volunteer groups working on peace initiatives and promote their experiences to the World Volunteer Web site.
- Work with the relevant office of UN Volunteers to better integrate UNV’s work and initiatives into DPPA’s conflict prevention and peacebuilding work.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

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

Assistance in the development of viable and reinforced research and advisory capability of SCPCRB, based on new innovative data-analytics and visualization techniques. The increase in SCPCRB’s advisory capacity will render more detailed and comprehensive research products and analysis for interested Member States, UN senior management and offices at the working level as well as other potential clients.
within a faster turnaround time.

Contribution to establishing effective partnerships with UN and non-UN actors.

High-quality written materials as well as research and data visualization products.

Effective organization of various meetings and workshops.

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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

• 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

Bachelor degree or equivalent

Education - Additional Comments

Degree level: Bachelor's degree

Type of Degree: law, political science, international relations, social sciences or related field is required.

Required experience

24 months

Experience Remark

Years of work experience: Two (no experience required if candidate has Master's degree).

Language: English.

Computer skills: Proficiency in using Microsoft Office and on-line databases. Experience with statistical analysis tools such as R or Python and visualization tools such as Tableau and Power BI would be desirable.

Language

• English (Mandatory), Level - Fluent

Area of Expertise

We are inspiration in action

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

21 Feb 2020
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$ 1,631. 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**

USAR000055-6413

**Application procedure**

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

21 Feb 2020
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: 06 March 2020

doa.apply_url
https://vmam.unv.org//candidate/show-doa/VVNBUjAwMDA1NQ==

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.