

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

YEMR000371--Information Management Assistant

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

Country of Assignment	Yemen
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Aden [YEM]
Assignment Place	Family Duty Station
Assignment Place Remark	

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. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

Assignment Title	Information Management Assistant
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Organizational Context & Project Description

T. +49 (0) 228-815 2000	A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001	W. www.unv.org

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

Consistent with the United Nations Development Programme (UNDP) strategy for assistance to the mine action sector in Yemen, one of the primary goals of the UN is to ensure the most efficient and effective response to the impact of landmines, unexploded ordnance (UXO) and other explosive remnants of war (ERW, including cluster- munitions). According to the UN Policy on Mine Action and Effective Coordination, the primary responsibility for addressing the threats faced by the population from contamination remains with the affected state. To promote national ownership, responsibility, leadership and effective coordination, the UNDP is mandated by the General Assembly to assist the national authorities in their efforts to review and strengthen existing coordination mechanisms and further develop a national mine action programme

Sustainable Development Goals

17. Partnerships For the Goals

Task description

1. Support the implementation of the Information Management System Mine Action (IMSMA) focusing on achievement of the following results:

- Support the assessment of the IM needs of the mine action sector in Yemen
- Assist the IM specialist with the coordination of the installation of the IM system,
- Support the development of the database;
- Follow up with counterparts on monthly data entered in the system to ensure data completeness, integrity and quality;
- Support the survey and mapping data from mine action operators;
- Prepare lists, reports and spreadsheets depicting mined area information;

2. Ensure effective and accurate operation of management systems focusing on achievement of the following results:

- Perform routine technical tasks including work on technical components(disks, memories, network wiring, power sources, etc.)
- Provide overall quality assurance and quality control for operations data from field operators;
- Review the information outputs from the IM system
- Support in the installation of commercial and in-house developed software and related upgrades in coordination with team and counterparts
- Support relevant partners and stakeholders including national and regional mine action authorities, NGO's, commercial contractors, with IM related issues

3. Support effective and accurate implementation of the External information management system, focusing on achievement of the following results:

- Support the IM specialist with the implementation and maintenance of the mine action sectors external information management system;
- Respond to user needs and questions regarding network access;
- Maintain an archive for all relevant operational and quality management related documentation, records and reports.

4. Provide administrative support with Project management, focusing on achievement of the following results:

- Support the Emergency Mine Action team with required IM issues by submitting weekly and ad-hoc inputs to the project activities;
- Support the project IM specialist and the reporting specialist with provision of relevant data on survey, clearance and risk education information from different counterparts
- Provide training and guidance to IM systems users, and other relevant mine action partners;
- Work closely with the YMACC Information Management team to support the development of the national IM capacity whilst simultaneously ensuring the continuance of inputs/outputs of real time IM operations.

6. Ensures facilitation of knowledge building and knowledge sharing in the CO, focusing on achievement of the following results:

- Participation and assistance in the organization of training for the CO staff on ICT issues.
- Contributions to knowledge networks and communities of practice.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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

- As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
 - Demonstrating/safeguarding ethics and integrity
 - Demonstrate corporate knowledge and sound judgment
 - Self-development, initiative-taking
 - Acting as a team player and facilitating teamwork
 - Creating synergies through self-control
 - Managing conflict
 - Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
 - Informed and transparent decision making
 - 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
- 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 Secondary education

Education - Additional Comments

University degree or Secondary education with relevant certifications in hardware and software management and application, Microsoft Certified Professional (MCP) required. If certification is not available at the time of recruitment, it should be obtained within 6 months.

University Degree in Computer Science would be desirable, but it is not a requirement.

Required experience 36 months

Experience Remark

3 years of relevant working experience, including network administration, support to management of hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/applications.

Language

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

Area of Expertise

- Administration and administrative assistance Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

Note on novel coronavirus – COVID-19.

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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 YEMR000371-7716

Application procedure

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.

This is a national UN Volunteer assignment, therefore only nationals of Yemen and legal residents in Yemen with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 19-09-2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/WUVNUjAwMDM3MQ==>

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.