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: Zambia  
Host Institute: World Health Organization  
Volunteer Category: International Specialist  
Number of Volunteer: 1  
Duration: 12 months  
Expected Starting Date: Immediate  
Duty Station: Lusaka [ZMB]  
Assignment Place: Family Duty Station  
Assignment Place Remark:  

Living Conditions

Lusaka became the capital city of Zambia in May 1935. Lusaka’s central position in Zambia and its extremely pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and a half million (2.5M) inhabitants of many different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organizations, industrial and commercial entities have set base. Its political, social, economic and cultural significance has also increased through the years. Lusaka has all amenities in place that would make visitors stay comfortable. For more info, visit: http://www.zambiatourism.com.

Assignment Details

Assignment Title: Information Management Officer

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

30 Jul 2020
Organizational Context & Project Description

The Information Management Officer will provide data management services to programmes under the WHO Health Emergencies as well as Disease Prevention and Control, Health Systems Strengthening, Health Security and Emergency as well as the Family and Reproductive Health clusters in particular the Expanded Program on Immunization (EPI), Child and Adolescent Health (CAH), Making Pregnancy safer (MPS), Sexual and Reproductive Health, Gender, Nutrition and other units in the office.

The incumbent will be the focal person for data management systems and services at the World Health Country Office (WCO). He/she will have an additional advisory role seeking for guidance from the Representative for any issue that requires major decision making or the organization's commitment.

The UN Volunteer will additionally support Government staff in acquiring the necessary skills to implement policies and strategies and achieve disease control/elimination and eradication.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the direct guidance and supervision of the WHO Representative, the UN Volunteer will undertake the following tasks:

- Assist with the day-to-day management of unit databases;
- Assist the Country Office in developing and conducting standardized methodologies to manage, collect, process, and ensure a high quality of data for the strategic information database;
- Perform routine and exploratory analyses and contribute to the dissemination of information;
- Produce summary tables, graphs and maps based on the analysis of the data for sharing with other WHO offices and partners;
- Provide technical inputs and respond to ad hoc requests for data, analysis, presentations and information from other WHO units and partners;
- Maintain data accuracy through review of incoming data for completeness and consistency;
- Perform standard and ad hoc data analyses as required by respective EPI and other WHO units needs, including the preparation and presentation of materials using appropriate tables, graphics and maps based on the analysis of data;
- Review, analyze, and validate country office database/repository of health information to ensure consistency, integrity, and accuracy;
- Assist in standardizing data management procedures such as documentation for departmental operating procedures;
- Provide technical support to strengthen data management, improve data quality, and harmonization of information products;
- Perform other duties as assigned.

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

- Knowledge management policies, tools, network’s and resources developed and used by WHO and the Ministry of Health to strengthen their capacity to generate, share and apply knowledge in planning and programme implementation;
- 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

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
**Required Degree Level**
Bachelor degree or equivalent

**Education - Additional Comments**
Bachelor’s Degree in Information, Communication and Technology, Data Management or relevant area (i.e. biostatistics, computing, statistical analysis, mathematics, economics or epidemiology).

**Required experience**
60 months

**Experience Remark**
At least 5 years’ experience in data management or related fields. Experience with collation and analysis of large datasets from multiple sources. Experience with health information and data management systems and services.

Excellent and meticulous data management skills, including analysis and synthesis of data. Ability to work with large sets of data and multiple indicators. Understanding of public health programs is required, particularly disease surveillance programs desirable.

Advanced command and proficient knowledge of MS Office and related applications (Word, Excel, Access, PowerPoint, etc.). Advanced knowledge of statistical software (EPI info, SPSS or STATA).

**Language**
- English (Mandatory), Level - Fluent

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

**Area of Expertise Requirement**

**Need Driving Licence**
No

**Competencies & Values**
- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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$ 1,651. 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 ZMBR000187-7273

Application procedure

This assignment is funded by the Government of Sweden, therefore only Swedish nationals are eligible to apply.

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.
Application deadline: 13 August 2020

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 14 August and 30 August. Usually these interviews are competency-based.

COVID-19: In case of travel restrictions, assignments may start remotely or start dates may be postponed.

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.