UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000627--Information Management Specialist

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	Mozambique
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Expected Starting Date	Immediate
Duty Station	Beira [MOZ]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Mozambique has a total population of about 29 million people and is located on the southeast coast of Africa. To the East, is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west is Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February, when the average daily minimum temperatures are around 22°c and the average daily highs of 30°c. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°c to 24°c. Basic health facilities and food are available everywhere. The security situation is reliable, but some precaution is needed at the same time. Communication and transport services are available at various costs. Regarding accommodation and food, houses and apartments can be rented from US$ 600 to US$ 1,000 per month and meals at the restaurant

cost between US$ 10 and US$ 30. Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travelers and must be obtained from Mozambican Embassy prior to travelling. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 58 meticais (MZM) as per August 2018. Commercial banks are operational in the country and Visa cards are accepted in very limited hotels. Maputo is categorized as a family duty station offering a variety of different accommodation options. It has a vibrant international community whilst also providing excellent opportunities to work in a national, Mozambican context.

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 Specialist
Organizational Context & Project Description

UNDP's Country Programme priorities were defined with national counterparts in alignment with the five-year government plan (PQG), the United Nations Development Assistance Framework (UNDAF) 2017-2020, the priorities of the UNDP Strategic Plan, and the Istanbul Programme of Action for least developed countries.

Early recovery is a vital element of an effective humanitarian crisis response as a foundation for building resilience in post-crisis settings. Just as emergency relief activities are crucial to saving lives by responding to the most urgent human needs, integrating an early recovery approach within humanitarian operations is crucial to the first efforts of a community to recover. It prepares the ground for an effective 'exit strategy' for humanitarian actors and contributes to 'durable solutions' by establishing the base on which nationally-led development occurs after a crisis.

UNDP has developed a range of interventions that focus on three interlinked and transformative pillars:

(a) Sustainable and inclusive economic transformation;

(b) Resilience and natural resources management;

(c) Good governance, peace and social cohesion.

UNDP's vision of the cyclone recovery programme arises from key considerations related to development, governance and resilience. It has three important strands:

1. help the communities recover from the impact of cyclone and floods and rebuild their assets and livelihoods with a focus on women and persons with disabilities;

2. develop national capacities and systems to plan and implement the recovery programme;

3. build community and national resilience to reduce the impact of disasters.

This UNV assignment is part of UNDP's early recovery programme in Mozambique.

Sustainable Development Goals   1. No poverty

Task description

Within the delegated authority and under the supervision of Head of Beira Field Unit or his/her designated mandated representative(s), the UNV – Information Management Specialist will:

General Responsibilities

- Report to the UNDP Early Recovery working group (ER) Coordinator
- Support the Early Recovery Working Group (ERWG) with information on ER needs-response-gaps
- Provide ER Information Management support to existing cluster IM capacities for Humanitarian Country Team (HCT/ICCG) key decision-making including advocacy. These services will include, data collection, linkage, collation, analysis, dissemination processes relevant to the needs of the cluster. This will require building additional and appropriate capacity through the training of additional staff and managing, organizing, and conducting these activities.

Data Gathering, Tools and Process

- Proactively gathering of ER information from UNDP, clusters and other partner/sources which may be of use to the ERWGs in building a database other stakeholders ER actions, mapping of ER action including movement of beneficiaries segregated by gender, vulnerable groups etc,
- Identify and use secondary data and information resources including loss and damage.
- Anticipate information needs and suggest appropriate tools or products to meet the needs of ER working group, clusters and partners.
- Inventory of relevant common sector data sets, including population data disaggregated by age and sex; Assess and adapt appropriate existing ER Information Management tools including those available in country
- Identify barriers for information collection, collation, analysis and sharing and develop appropriate supportive strategies which includes convincing cluster lead agencies of the purpose and importance of collecting and sharing ER data/information by providing a timely, added value service to all stakeholders
- Review and automate the updating of the ER database of humanitarian partners that includes "Who does What Where When (4W)", a database on ongoing and derivative products, such as maps
- Further develop simple, user-friendly ER cluster monitoring reporting formats in consultation with other key stakeholders

Needs Assessment

- As appropriate, assist in collection and improvement of ER data collection, ensuring that the purpose

and use of all data collected is clear, questions are simple, clear, collectable and easily collatable and/or automated, highlighting where potential problems may arise;

- Support the data input and initial analysis and presentation of ER data;
- Support the needs-response-gaps identification for the ERWG and the clusters; facilitating and agreeing boundaries/benchmarks to enable prioritization within the ERWG and clusters

Dissemination and Access to Information for Stakeholders

- Support the inventory of relevant documents on ER, i.e. mission reports, assessments, evaluations, analysis, publications research, ER partner details etc;
- Develop simple and effective methods to share ER information in an appropriate way (ie not all stakeholders have access to the same type of information systems) using internet, e-mail groups, hard copies, verbal feedback and suggest ways of dissemination of information to affected communities as part of accountability to affected populations;

Information Management and Liaison

- Liaise with cluster Information Management Focal Points in Maputo, Beira and Pemba; share information as appropriate and identify and gather information from others which can inform ERWG and UNDP ER programming.
- Work with INGC/Government and other relevant stakeholders on the systems and processes to ensure continued for effective ER information sharing with partners for strengthened coordination and programming
- Liaise with local, national authorities, clusters and humanitarian/development partners (incl. agencies and NGO's) on data – particularly to assess and access existing information
- Ensure that information management activities support national information systems, standards, build local capacities and maintain appropriate links with relevant Government, State and local authorities, thus seek to strengthen national efforts

Other

- Any other tasks that may be required to achieve the objective of this assignment

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's and its beneficiaries in the accomplishment of her/his functions, including:

- The Beira Field Office has a clear and comprehensive Information Management strategy which guides all IM activities in the country.

- The Beira Field Office has stepped up to its leadership role in providing quality Information Management services and delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely delivery of information.

- UNDP will have an excellent Information Management capacity and deliver IM services to all partners.

- Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNDP and its partners.

- Where required, UNDP is meeting its ERWG information management obligations

- 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 dur-ing 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

University degree preferably in Social Sciences (Information Management, International Development etc.), Business Administration (Information Management or Computer Science), Management (Information Management or Information Systems), Geographical Information Science, Information Management, or in any related field of studies

Required experience   24 months
Experience Remark

- At least two (2) years of progressively responsible professional experience in the field of Information Management or in any related field of expertise;

- Demonstrated professional experience at national level in large organizations with dispersed operations would be advantage.

Language Skills
- Portuguese (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

Area of Expertise
- Public information and reporting Mandatory
- Knowledge management, archiving and documentation Mandatory
- Other communications related experience Mandatory

Area of Expertise Requirement

Other desired/mandatory required technical knowledge

- Experience in the application of information management in humanitarian response;

- Qualifications and/or industry certification in the following applications: Microsoft Office (advanced user certification of MS Access, MS Excel and MS Word desirable) and Lotus Notes; Knowledge and experience of database development and management;

- Knowledge of application of GIS in a humanitarian context; and, Knowledge of Content Management Systems.

Need Driving Licence   No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

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

Conditions of Service:

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

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;

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

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- 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   MOZR000627-4584
Application procedure

* 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: 20 May 2019

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.