

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TZAR000095--UN Volunteer in Knowledge and Information Management

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	United Republic of Tanzania
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-10-2020
Duty Station	Dar es Salaam [TZA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Tanzania, officially the United Republic of Tanzania, is in East Africa, bordered by Kenya and Uganda to the north; Rwanda, Burundi and the Democratic Republic of the Congo to the west; and Zambia, Malawi and Mozambique to the south. The country's eastern border is formed by the Indian Ocean. Kilimanjaro, Africa's highest mountain, is in northeastern Tanzania.

Dar es Salaam is the largest city in Tanzania, as the major port and economic center. Most Ministries, Government offices, embassies and UN Offices are currently based in this city. However, the Government have started relocating to the capital city, Dodoma. Dar es Salaam is situated on the coast, overlooking the Indian Ocean. It is an International multicultural city with a mix of religions. There is a wide range of facilities available, including numerous shopping centers, movie theatres, restaurants and many new developments planned. The living conditions in Dar es Salaam are comfortable although there are issues with poor infrastructure, so alternative back-up solutions and generators as well as water tanks are common. It is a beautiful and safe location. There are good international education facilities and some health facilities with good standards

Assignment Details

Assignment Title

Knowledge and Information Management Specialist

Organizational Context & Project Description

The Specialist UNV will be supporting knowledge management under the project, "Preventing and Responding to Violent Extremism in Tanzania," as well as participate in updating and support to the use of the UNDP Crisis Risk Dashboard, both of which are flagship initiatives of UNDP.

The project, Preventing and Responding to Violent Extremism in Tanzania supports a preventive and developmental national effort for preventing and responding to violent extremism in an "at risk" country, in line with the UN Secretary General's Plan of Action to Prevent Violent Extremism (2016). The indicative outputs of the project are:

1. National policy framework and intervention capacities strengthened to address the phenomenon of violent extremism
2. Improved interaction between security providers and local population in target areas
3. Increased livelihood opportunities for "at risk" youth in target areas
4. Responsible news reporting supported, and public awareness and dialogue around violent extremism promoted
5. Community resilience to violent extremism strengthened
6. Understanding of violent extremism in Tanzania improved, better managed, and applied to prevention and response efforts
7. Gender and women's active participation across all efforts to prevent and respond to extreme violence promoted in Tanzania.

UNDP works closely with the Ministry of Home Affairs in the implementation of the project. The project involves a wide array of stakeholders from Government ministries, religious institutions, civil society organizations, research institutions and other UN agencies. The priority of the first year of the project is to develop a National Prevention of Violent Extremism Strategy and Action Plan, while the subsequent years will provide support to the implementation of the Action Plan. Knowledge management is a key component of the project in this emerging area of specialization. Lessons will not only be fed into the project but also shared regionally and globally.

The Crisis Risk Dashboard is a flagship UNDP product. The overall objective of the risk tracking system for early warning is to establish capacities and a sustainable process to identify and track risks on an ongoing basis that threaten to undermine development and that can lead to elevated tensions or violence. Accordingly, the early warning system captures information, monitors and analyses crisis-related risks, and identifies vulnerabilities and trends directly associated with fragility, human security and development.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the UNDP Community Dialogue Specialist, the UN Volunteer will undertake the following tasks:

- Providing support to designing approaches and methods for the knowledge management element of the project, which include:
 - Identifying fields/areas of knowledge to be generated;
 - Identifying end users of the knowledge;
 - Identifying sources of data;
 - Identifying methods to capture, develop, share and use the knowledge to leverage and sustain the impact of the project activities;
- Developing a KM workplan.
- Assisting in conducting KM activities according to the design and plan, which include:
 - Developing tools and procedures for data collection/compilation;
 - Conduct stakeholder meetings to engage them in the KM process;
 - Implement KM activities as planned.
 - Providing support towards coordination to integrate knowledge and lessons learnt back into the project at all levels.
 - Provide support towards maintaining the knowledge management platform.
- Data Capture, Management and Analysis:

- Identify key data gaps for informed crisis risk tracking in Tanzania
- Propose revisions and improvements to the overall design framework and data requirements for the risk tracking system,
- Data Visualization, Reporting and Application:
 - Produce and update information products such as maps, charts, and infographics by turning data into graphical products to convey messages and a storyline as well as support strategic and operational decision-making;
 - Provide technical assistance to users of the early warning information in translating data and other program information into easy visual representations, in accordance with data visualization best practices.

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 Plan implemented.
- Knowledge Management Platform continuously updated.
- Crisis risk dashboard continuously updated.
- Reports generated from the crisis risk dashboard to inform programming.
- 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 Master degree or equivalent

Education - Additional Comments

Conflict prevention, peace studies, political science or social sciences.

Required experience 24 months

Experience Remark

Demonstrated interest and/or experience in Conflict prevention, peace studies, political science or social sciences. required

Language

- English (Mandatory) , Level - Fluent
- AND - Swahili (Optional) , Level - Working Knowledge

Area of Expertise

- Knowledge management, archiving and documentation Mandatory

Area of Expertise Requirement

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W. www.unv.org

We are inspiration in action

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

Knowledge and Information Management, ideally in the fields of conflict prevention, peace building or other social sciences. Establishing information or knowledge management systems in an organization; Working to prevent conflicts

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- 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
- Vision
- Working in Teams

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>

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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.

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.