



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1744531986516224

**VMAM Id** 1744531986516224

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** National Information Management Specialist

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNOCHA
<b>Country of Assignment</b>	Myanmar
<b>Duty station</b>	Myitkyina,
<b>Volunteer Category</b>	National UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	12m
<b>Possibility of Extension</b>	Yes
<b>Expected Start Date</b>	05/01/2024
<b>Sustainable Development Goal</b>	1. No poverty
<b>Disabilities</b>	No

## DOA Details

**Organisation mission and objectives**

OCHA is part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to coordinate the global emergency response to save lives and protect people in humanitarian crisis advocating for effective and principled humanitarian action by all and for all. OCHA core functions are: Coordination: Coordinate humanitarian response to expand the reach of humanitarian action, improve prioritization and reduce duplication, ensuring that assistance and protection reach the people who need it most. Advocacy: Raise awareness of forgotten crises, promote respect for international humanitarian law (IHL), bring the voices of crisis-affected people to the forefront, and help people obtain access to humanitarian assistance. Policy: Support setting the agenda for humanitarian sector reform and effectiveness in response to a shifting global landscape, new global frameworks, and increased capacities of national Governments and local actors. Humanitarian Financing: Mobilize and engage the full range of financing instruments, mechanisms, and partners to ensure that growing humanitarian needs are met and the large array of global humanitarian financing mechanisms are complementary among themselves and coherent with development funding. Information Management: Provide information management services to the humanitarian community to inform a rapid, effective, and principled response. OCHA's country office in Myanmar was established in 2008 to respond to cyclone Nargis. The overall aim of the office is to assist humanitarian action undertaken by the Humanitarian Country Team, which comprises UN agencies, international and national non-governmental organizations, and observers (i.e. Red Cross Red Crescent Movement, donors). OCHA Myanmar has a network of sub-offices around the country.

**Assignment context**

Non-Family Duty Station

**Task description**

1. Ensures the information management needs of Kachin and Shan sub-offices were addressed and datasets were properly maintained. • Establish, maintain and populate databases to support the compilation of quality data related to the humanitarian operation. • Assist in the production and updating of information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials. • Liaise with partners' and Clusters' Information Management focal points to have an up-to-date inventory of relevant datasets held by partners in Myanmar. • Produce customized thematic maps and data visualization including interactive dashboards when that is required. • Perform field data collection and assessments if required. 2. Provides IM support to humanitarian partners as tasked by the Kachin or Shan sub-offices. • Support partner organizations in development and training related to data-base management tools and assessments (MS Excel®, KoBo) • Compile, coordinate and promote standardized place names (w/P-codes) including administrative units, regions, villages, camps, etc.; • Answer to technical queries and resolve operational problems faced by partners, as found appropriate by the heads of the sub offices; • Act as primary Focal point for maintaining relevant datasets of Kachin or Shan sub-office operations. • Support the adoption and implementation of Myanmar Humanitarian Data Standards among humanitarian partners. 3. Implements data collection mechanisms and operational 3W using the most appropriate tools, in line with frameworks and tools recommended by the Information Management Unit • Contact identified partners and disseminate forms for data collection for Access tracking in Kachin and Shan states. • Provide ongoing technical support and training to local Government data management projects, as identified by the Kachin or Shan heads of sub-offices. • Travel to both state sub-offices as required.

## Eligibility Criteria

**Age** 27-80  
**Nationality** NATIONAL  
**Additional eligibility criteria**

## DOA Requirements

### DOA Requirements

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** or Completed advanced university degree (Master's Degree) in information science, information systems and/or social science, information management, GIS or communications or related field desirable.

### Required experience

**Required experience** 2

**Required skills and experience** Progressively responsible experience in data collection and data analysis and knowledge on information management practices is desirable.

### Language

Language	Language skills	Language requirement
English	Fluent	Yes
Burmese	Mother tongue	Yes

### Area of Expertise

- Crisis and emergency response
- Information technology

**Driving license required** No

### Type of driving licenses

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

### Other information

**Living conditions and other remarks**

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Myanmar's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 54 million people. Myanmar's capital city is Nay Pyi Daw and its largest city is Yangon. The country is ethnically diverse. There are 135 recognized distinct ethnic groups. Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. In the months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

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