DESCRIPTION OF ASSIGNMENT

**Preamble:**

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**

**Assignment title:** Programme Support Officer – RCO: Data Management Officer - UN Info

**UN Host Entity: RCO**

**Country of assignment: South Africa**

**Duty station: Pretoria**

**Family / non-family duty station:** Family Duty Station

**Volunteer category:** International UN University Volunteer

**Duration: 6** months

**Expected starting date:** November/December 2023

**Sustainable** **Development** **Goal:** 10. Reduced Inequalities

**Details**

**Organization mission and objectives**

The Resident Coordinator system (RC system) encompasses all organizations of the United Nations system dealing with operational activities for development, regardless of their formal presence in the country. The RC system aims to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at the country level. Resident Coordinators lead UN country teams in more than 130 countries and are the designated representatives of the Secretary-General for development operations. Working closely with national governments, Resident Coordinators and country teams advocate the interests and mandates of the UN drawing on the support and guidance of the entire UN family.

**Assignment context:** The UNV will be required to support the work of the Data Management Officer in the Office of the Resident Coordinator (RCO). The UNV will assist in the provision of technical support towards the coordination of and implementation of the United Nations Sustainable Development Cooperation Framework (UNSDCF)

**Task description:** Under the direct supervision of Nonkululeko Ngcobo, Data management officer in the RCO, the UN University Volunteer will undertake the following tasks:

* Assisting in the maintenance of the UNinfo System including but not limited to
* Upload indicators and indicator data (including baselines and annual results) (UNSDCF and the SERP), and
* Periodically preparing UNinfo reports for each Results Group and highlighting areas where corrective action is required.
* Support all UN agencies to collate and upload the narrative, results, expenditure reports into Uninfo
* Support the development and maintenance of a knowledge management platform.

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;
* Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
* 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.

**Requirements**

**Required education level**  Secondary Education

**Minimum experience** 0 years

**Area(s) of expertise:** University degree in Public Administration, Monitoring and Evaluation, Statistics, Development Studies, Development Economics/Finance, Sustainable Development, Social Sciences, Education, or related field.

**Skills and experience description**

* Design, Monitoring and Evaluation experience in development setting
* Experience with working with statistics in a development setting
* Knowledge of and experience in field-based data collection methods
* Excellent written and verbal communication skills

**Language skills**

Englishmandatory  optional

basic  fair  working knowledge  fluent  mother tongue

mandatory  optional

basic  fair  working knowledge  fluent  mother tongue

mandatory  optional

basic  fair  working knowledge  fluent  mother tongue

**Competencies and Values** [please indicate all that apply]**:**

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

Managing Performance

Planning and Organizing

Professionalism

Respect for Diversity

Self-Management

Technological Awareness

Vision

Working in Teams

**Driving license needed: No**

**Living** **conditions,** The position is based in Pretoria, South Africa, a family duty station.

**Name of Hiring Manager: Krivani Pillay   
Title, Department: Acting Head of Office, Resident Coordinators Office, UN South Africa**

**Email of hiring manager: [krivani.pillay@un.org](mailto:krivani.pillay@un.org)**

**Name of supervisor: Nonkululeko Ngcobo**

**Title, Department: Data Management Officer, RCO**

**Email of supervisor: [nonkululeko.ngcobo@un.org](mailto:krivani.pillay@un.org)**