



UNODC

United Nations Office on Drugs and Crime

Date: 26 December 2023

Vacancy Announcement No. VA/ICMP/2023/12/008

Post Title: Survey and Database Officer (Survey and Research)
Organizational Unit: United Nations Office on Drugs and Crime (UNODC),
Country Office for Afghanistan
Type of Contract: Service Contract (SC)
Post Level: SB4
Number of Posts: One (1)
Duty Station: Kabul, Afghanistan
Duration: One Year (with possibility of extension, subject to
availability of fund)
Closing date: 09 January 2024

ORGANIZATIONAL CONTEXT:

United Nations Office on Drugs and Crime (UNODC) within the framework of Country Programme for Afghanistan and through its project on “Illicit Crop Monitoring (AFGF98)” has been implementing the annual Afghanistan opium survey that provides its national and international stakeholders information on opium cultivation, production, poppy eradication verification and drugs prices in Afghanistan. The AFGF98 Project also serves as a primary pillar of the Country Office for Afghanistan for undertaking technical studies, research and surveys into under-researched areas concerning narcotics, associated organised crime, drug-use related health problems and socio-economic factors.

The Research, Advocacy and Policy Unit of UNODC Afghanistan has an additional responsibility of managing research related components of Alternative Development projects in Afghanistan including Monitoring and Evaluation of impact assessments of Alternative Development initiatives implemented by CBARD (Community Based Agriculture and Rural Development) of United Nations Development Programme (UNDP). The overall aim of the project is to assess the impact of Alternative Development projects on the reduction of opium poppy cultivation.

For information on UNODC visit www.unodc.org

DUTIES AND RESPONSIBILITIES:

Under the overall guidance of the UNODC Representative and direct supervision of the Social Affairs Officer and the guidance and close collaboration with the Research Unit, the Survey Database Officer will facilitate and provide support to the overall implementation of surveys in Afghanistan.

The Survey and Database Officer will work in close collaboration with the Research Unit and project staff in the CO and other UN agencies to ensure consistent service delivery;

- Design a database structure to efficiently store survey data collected under the projects undertaken by the Survey and Research Section; Regularly maintain and update the database as needed;
- Oversee the data collection process, which involves coordinating with survey teams, ensuring data accuracy, and managing data entry processes;
- Implement procedures to clean and validate survey data, identifying and rectifying inconsistencies or errors in the data collected;
- Perform data analysis and provide support in interpreting survey data. This involves creating visualizations, tables and graphs to communicate key insights;
- Identify opportunities to improve data collection methods, database efficiency, and overall processes to enhance the quality and usability of survey data;
- Develop financial and human resources plans for survey activities;
- Design questionnaires for conducting various field surveys as per outcome and output indicators including CAPI questionnaires;
- Undertake recruitment and training of field surveyors and survey coordinators;
- Design and develop frontend and backend database applications;
- Produce graphical representation of statistical data or results in map format using GIS;
- Presentation and report writing;
- Carry out any other tasks assigned by the project supervisors.

COMPETENCIES:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNODC;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Creativity: Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Managing performance: Ability to plan own work, manage conflicting priorities and to use time efficiently; ability to organize and implement activities and outputs; ability to monitor progress against milestones and deadlines.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

Education:

- Master's degree or Bachelor's degree in IT, Computer Science, or any relevant field.

Experience:

- With master's degree 3 years and with bachelor's degree 5 years of experience in database design, data analysis, survey monitoring and statistics;
- Experience in ODK, Kobo, Survey Solutions or CSPro is a requirement;
- Experience in graphic design is desirable;
- Work experience with non-governmental and civil society organizations is an asset;
- Relevant work experience with UNODC or UN is advantage.

Languages:

- Proficiency in written and spoken English and excellent knowledge of Afghanistan's official languages (Pashto and Dari) are required.

Other Skills:

- Good oral communication and writing skills is required;
- Excellent command of MS Office particularly MS Word and MS Excel; and familiarity with UN office systems is preferred;
- Translation of document to local languages will be added asset.

Submission of application:

December 26, 2023

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), which can be downloaded from

<http://www.unodc.org/afghanistan/en/vacancies.html>

Interested and qualified Afghans national candidates should email their applications (indicating on the subject line the vacancy number and the title of the position applied for) to unodc-afghanistanvacancies@un.org

Please note that incomplete Personal History Form (P.11) & applications received after the closing date (09 January 2024) will not be given consideration.

Only short-listed candidates whose application responds to the above criteria will be contacted for test and/or competency-based interview.

Qualified female candidates are strongly encouraged to apply.