***Description of Assignment***

**Prepared by:** Host organization in coordination with the UNDP Country Office/UNV Field Units or UNV Focal Points

**VMC process:** Request for the services of a UN Volunteer. The Description of Assignment (DOA) is provided on a standard UNV form which is available at any UNDP Country Office or from UNV Headquarters. This form should be completed in full, providing concise information on the project and a clear description of the UN Volunteer’s assignment tasks as well as embedding volunteerism for development as per guidelines.

**Purpose:** Provide UNV HQ and the UNV candidate with information on key elements of the UNV assignment, including required competencies, roles and responsibilities of the future UN Volunteer. Serve as basis for the identification, submission and interview of UN Volunteer candidates.

**Format:** Description of Assignment

**Guidelines on embedding Volunteerism for Development into the standard Description of Assignment for UN Volunteers**

Promoting volunteerism for peace and development is an integral part of every UN Volunteer assignment. The Description of Assignment (DOA) needs to outline ways to promote volunteerism for development through and alongside the UN Volunteer assignment.

Assignments in the fields of agriculture, HIV/AIDS, community mobilization, human rights, civil or humanitarian affairs should all provide ample opportunities for demonstrating that volunteerism contributes directly to development. For all these areas of specialization the promotion of volunteerism for development should not be expressed solely through a number of bullet points in the DOA template but should be clearly mainstreamed within the DOA. The promotion of volunteerism for development, engaging in volunteering activities, building volunteering-based partnerships, and/or mobilizing local communities needs to permeate UN Volunteer assignments and be carried out within the context of their duties.

Volunteerism for development is a means to achieve the overarching objective of the assignment; therefore the DOA should include specific tasks related to the promotion of volunteerism for development tailor-made to the specific position. UNV encourages the inclusion of volunteerism for development in all areas of UN Volunteers’ work while, at the same time, recognizing that not all assignments easily lend themselves to the pursuit of volunteerism within their framework. For such DOA where the volunteerism for development cannot be mainstreamed, we suggest the inclusion of a number of bullet points that pursue the promotion of volunteerism for development throughout the assignment in addition to the bullet points indicated in the DOA template. Those bullet points could include:

* Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
* Encouraging, mobilizing and supporting co-workers, fellow UN Volunteers and members of the local community to play an active part in development on a voluntary basis;
* Initiating and/or participating in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
* Discussing with supervisors on how volunteerism for development can be mainstreamed through the assignment and integrating activities that promote volunteerism for development into work plans.
* Building on this DOA template will ensure further advocacy through the promotion of volunteerism within the programme/project and within the context of the assignment. Including in DOA gives greater recognition and legitimacy to this commitment with concerned host organizations and partners.

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.

**1. Type of Assignment: International UN Volunteer**

**2. Type of Assignment Place: Choose an item from the drop down**

**3. Assignment Title: Associate Health and Nutrition Officer**

**4. Link with UNV Strategic Framework:** Choose an item.

**5. Duty Station, Country:**

**6. Duration (in months):       or Expected contract end date:**

**7. Expected Starting Date:**

**8. Host Agency/Host Institute: UNHCR**

**9. Organizational Context/Project:** The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

**10. Description of tasks:**

Under the direct supervision of       *(please complete with the function of the supervisor),* the UN Volunteer will undertake the following tasks:

**Accountability:**

* Take the lead in the assessment and analysis of the health needs of persons of concern by implementing methods like: participatory assessments such as the Age, Gender and Diversity (AGD) perspective or joint assessment missions; as well as utilizing objective tools like the multi-indicator nutrition, health and WASH survey; health indicators from the Health Information System and Balanced Scorecard approach; and health facility assessments to serve as the basis for planning to effectively address health issues of public health importance, based on the principles of Public Health and Primary Health Care.
* Ensure that public health programme interventions are reflected in implementing partner agreements in a timely manner; regularly monitor and report on compliance with established guidelines and procedures.
* Pursue collaborative, consultative partnerships in order to ensure quality health planning and sustainable service provision for refugees in all camps.

**Responsibility** (process and functions undertaken to achieve results)**:**

* Take the lead in monitoring and evaluating health programme implementation in the field (with the support of Nutrition Field Officer and Health Associate), in accordance to work plans co-developed with implementing partners.
* Oversee the implementation of the Health Information System from training of health workers on data collection, examination of quality of data collected, and providing supervisory support and guidance to IP coordinators.
* In collaboration with partners and local authorities, ensure adequate preparedness, early detection and effective response to disease outbreaks.
* Ensure all primary health programmes are implemented by IP health workers according to national guidelines by health implementing partners in each refugee health facility – and ensure that mental health care and reproductive health / HIV interventions, are well integrated into the PHC services at camp level.
* Oversee and regulate medical referral activities from the secondary to tertiary level, and ensure that submissions for Resettlement on the Medical Needs fully satisfy the current criteria.
* Establish an efficient drug management system that encompasses assessment of essential medicine needs for the refugee operation based on drug consumption, procurement, storage, distribution, and rational utilization at the camp health facilities.
* Assess training needs of Governmental Organisations (GO) and NGO implementing partner staff; ensure that health staff undergo capacity development activities relevant to their posts; and that training activities are well-coordinated and implemented according to agreed work plan timeframes.
* Implement capacity development interventions with refugee / host community volunteers utilizing participatory approaches.
* Support UNHCR Nutritionist in the conduct of the annual nutrition survey and monitor implementation of the nutrition programme, particularly within the in-patient stabilization centers.
* Supervise implementation of interventions for malaria prevention and control according to GFATM-UNDP Scaling Up Malaria Interventions project and ensure timely reporting.
* Advocate with government line ministries for the transfer of operational responsibility of the health sector from the NGOs to the line ministry (MOH).
* Collaborate with UNHCR / MOH / Implementing Partners (IP) engineers on the implementation of projects for upgrading of health infrastructure in the camps or host community areas.
* Cooperate with colleagues in the Basic Services / Livelihoods Section on increasing community involvement in health promotion; community mobilization in preparation for the transfer of basic services to the line ministry; and cost-sharing schemes to be adopted in the camps.
* Participate in the evaluation of possible health financing schemes to ensure sustainability of health services in the camps.
* Lead the process of ensuring the sustainability of health services through the transfer of health facilities to Ministries of Health.

**Authority:**

* Ensure compliance to the updated Standard Operating Procedures (SOPs) for Medical Referral of Persons of Concern (PoCs).
* Institute Drug Management Standard Operating Procedures.
* Represent the refugee health sector in coordination meetings and liaise with implementing partners, UN agencies, NGOs, and the Ministry of Health to coordinate health activities in the refugee camps.
* Prepare input for information, communication and advocacy on the health and nutrition situation of populations of concern to UNHCR among partners, donors, other agencies and the government; and provide information for funding submissions, appeals or reports.

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.

**11. Results/Expected Outputs:**

* The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

**12. Qualifications/Requirements (including competencies, values and skills):**

**A) Qualifications, skills, experience:**

**Degree level:**  Master's degree

**Type of Degree**: Health Science and/or nutrition and post graduate degree in Public Health or Public Health Nutrition (MPH preferable)

**Years of work experience:** A minimum 2 years of work experience in public health nutrition; previous working experience in refugee settings and/or international experience; demonstrated experience in managing health and nutrition programmes; experience working with multi-sectorial teams especially UN agencies (WFP, UNICEF) and Ministry of Health is an advantage; prior experience in conducting nutrition surveys and familiarity with SMART/SENS is an advantage.

**Language:**

**Driving license:** No

**Computer skills:** Working knowledge of Word, Excel and basic data analysis skills (e.g. Stata, EpiInfo, SPSS) required.

Free text to add other skills/experience and qualifications.

**B) Competencies and values:**

* Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
* Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
* Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working

**13. Living Conditions:**

(*Please complete with the required information as per country Living Conditions)*

**14. Conditions of Service for international UN Volunteers:**

The duration of your assignment is       months (*please complete with the number of months of contract; in some cases you may wish to indicate the expected contract end date*).

A 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.

A 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$ 1,651. The VLA base rate is a global rate, while the PAM is 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 example, if the PAM for the current month in the country of assignment is 54.6%, then the VLA for that month and for that country will be US$ 1,651 x 1.546 = US$ 2,552. Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US$ 250 if the UN Volunteer has 1 recognized dependent, and US$ 450 if the UN Volunteer has 2 or more recognized dependents). In addition, 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. The VLA and WBD taken together form the net core entitlements.

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, under strict conditions, also in the event of a permanent reassignment to another duty station (duty stations can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations). Life, health, permanent disability and malicious acts insurances are included, as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements as per the local MORSS), DSA payment for official travel, periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Description of Assignment prepared by the UNV Field Unit/UN Agency:**

 *(please indicate name and function)*

**Date:       (day/month/year)**

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit :***(please indicate name and function)*

**Date:       (day/month/year)**

*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.*