



## 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:** Family Duty Station
- 3. Assignment Title:** Public Health Programme Officer
- 4. Link with UNV Strategic Framework:** Securing access to Basic Social Services
- 5. Duty Station, Country:** Ulaanbaatar, Mongolia
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** WHO Mongolia
- 9. Organizational Context/Project:**

WHO is the technical agency responsible for health within the United Nations system. It provides leadership on global health matters, shaping the health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health trends. The WHO Mongolia Representative Office is the official representation of the World Health Organization in Mongolia since 1962.

Over the past five decades, WHO has made significant

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contributions to the implementation of Mongolian national health policies and efforts to improve the health and social well-being of the people of Mongolia.

Mongolia experiences several challenges and potential gaps in health care provisions related to the geographical location, urban and rural settings, and across socio-economic groups of population. Public health is one of major issues to be considered in sub-national level as there is a high prevalence of risk factors of communicable and non-communicable diseases, such as high tobacco and alcohol use, lack of physical activity, improper diet, poor sexual and hygiene behaviors and environmental pollution.

To address existing challenges in the more decentralized legal and fiscal environment, since 2012 WHO has initiated subnational health system strengthening activities involving national and international partners. Currently, WHO is working as a leading developing partner for the implementation of the subnational health system strengthening programme in two pilot sites including Umnugobi aimag and Songinokhairkhan district.

WHO is extending its activities within the framework of the sub-national health system strengthening initiatives in two more districts of Ulaanbaatar, namely Nalaikh, and Chingeltei as well as other selected provinces including Arkhangai, Uvurkhangai, Orkhon, Selenge, Khuvsgul, Darkhan-Uul, Tuv, Dornod, Dornogobi, and five Western provinces. Initiatives are to be implemented in collaboration with international partners such as UNICEF, UNAIDS, ADB-funded Health Sector Development Projects, KOICA, World Vision, Norwegian Lutheran Mission, and the Embassies of the Republic of Turkey, Kazakhstan and Czech Republic.

***District Health Center of Ulaanbaatar (Implementing Partner):*** The District Health Center is managerially and technically guided by the Ministry of Health and Sports and the Ulaanbaatar City Health Department (CHD). The District Health Center works under performance contract with the District Governor and Head of City Health Department. Within the District Health Center, there are 3 departments including administrative, public health and medical care. Moreover, the District Health Center provides managerial, organizational and methodological guidance to the district Family Health Centers, which provide primary health care services including public health. The UN Volunteer will work at the Public Health department of the District Health Center and closely collaborate with Family Health Centers of the district.

For improvement of public health interventions, especially health promotion activities, an UN Volunteer is required to support implementation of subnational health system strengthening

programme in the districts including Chingeltei and Nalaikh of Ulaanbaatar city. In addition, the UN volunteer might be required to do a field visit to other provinces for supporting public health activities.

## 10. Description of tasks:

Under the direct supervision of District Health Center and overall support of World Health Organization, the UN Volunteer will undertake the following tasks:

- Support implementation of sub-national health system strengthening programme in the districts of Ulaanbtaar city as well as other selected provinces and districts;
- Support multisectoral coordination and coordination of health partners;
- Facilitate development of project proposals on public health;
- Support to organize meetings, conferences and seminars;
- Develop documentation, meeting minutes and reports;
- Support in communication and advocacy efforts, by identifying and drafting good practices and news;
- Learn about WHO rules and principles;
- Any other tasks assigned within and related to the project.

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:

- Developed and implemented public health programme;
- Improved multisectoral collaboration and coordination on public health;
- Supported public health activities on site;
- Supported project proposals on public health.

- 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## **12. Qualifications/Requirements:**

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

**Degree level:** Bachelor's degree

#### **Type of Degree:**

Essential: University (bachelor) degree in medicine, public health, hygiene, epidemiology, international relations, and nursing

Desirable: Master degree on Public Health

#### **Years of work experience:**

- Essential: At least two years of experience in development, programme management, teaching, researching, monitoring and evaluation of medicine or public health activities at national or local level.
- Desirable: Experience working with international organizations in the relevant field will be an advantage.
- **Language (s)**, Excellent knowledge of both spoken and written in English language.

**Driving license required: not applicable**

#### **Computer skills:**

Excellent knowledge and skills in applications of MS Office. Experience in desktop publishing tools will be an asset.

### **B) Competencies and values:**

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- 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 relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### 13. Living Conditions:

Mongolia is located in the heart of the Asian continent and covers an area of 1,566,500 square kilometers. Mongolia's climate is extreme continental - an extreme climate with seven to nine months where the mean temperature remains below freezing point. Higher temperatures occur for two or three months in summer. The winter months begin from October and last until mid-April. The coldest months are from mid-December to the end of February or mid-March when the temperature drops to below zero to minus 20 degrees centigrade and occasionally even lower. The spring is usually characterized

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by violent dust storms, gusty winds and constant changes in pressure. Social, economic and health situation are the main factors that affect the security situation in Mongolia while it is generally a peaceful country without any security phase.

Ulaanbaatar, the capital of Mongolia, has an official population of about 850 thousand accounting for more than one third of the country's population. Unofficially the population is higher with growing urban poverty. The official language, Mongolian, is spoken and understood throughout the country, while Kazakh is spoken by a minority in Western Mongolia. Russian is extensively spoken and English is becoming more popular in urban areas. Ulaanbaatar has fairly good international flight and train connections. With regular flights every day operated by four different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All important locations in the country are accessible by air and road.

There are no immunization and or vaccination requirements for people entering Mongolia. International telephone, internet and fax services work well in Ulaanbaatar. There are several cellular telephone operator companies. Internet service is very popular in Ulaanbaatar at reasonable rates and wireless facilities are available in many locations.

Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. There is UN Dispensary at the UN House where most of UN Agencies are located including UNDP, UNV, UNICEF, UNFPA, ILO, FAO, IOM, UNAIDS and UNDSS. WHO is located outside UN House.

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

The duration of your assignment is 12 months.

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 (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\$ 1,571. 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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be  $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$ . Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents. Accordingly, the VLA per month for October 2016 will be US\$ 2,124 for a volunteer without dependent; US\$ 2,373 for a volunteer with one recognized dependent and US\$ 2,573 for a volunteer with two or more recognized dependents.

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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.

### **15. Application Procedure:**

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "**16FFJPN\_MNGWHO**" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "**16FFJPN\_MNGWHO**".

**Application deadline is 15 December 2016.** Only short-listed candidates will be contacted.

**This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply.** Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.