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 Information

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<tr>
<th>Country of Assignment</th>
<th>Sao Tome and Principe</th>
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<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 Months</td>
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<td>Duty Station</td>
<td>Sao Tome</td>
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Living Conditions

Officially the Democratic Republic of São Tomé and Príncipe, is a Portuguese-speaking island nation in the Gulf of Guinea, off the western equatorial coast of Central Africa. It consists of two archipelagos around the two main islands: São Tomé and Principe, located about 140 kilometres (87 miles) apart and about 250 and 225 kilometres (155 and 140 miles), respectively, off the northwestern coast of Gabon.

Since the 19th century, the economy of São Tomé and Príncipe has been based on plantation agriculture. At the time of independence, Portuguese-owned plantations occupied 90% of the cultivated area. After independence, control of these plantations passed to various state-owned agricultural enterprises. The main crop on São Tomé is cocoa, representing about 95% of agricultural exports. Other export crops include copra, palm kernels, and coffee.

The islands of São Tomé and Príncipe, situated in the equatorial Atlantic and Gulf of Guinea about 300 and 250 kilometres (190 and 160 mi), respectively, off the northwest coast of Gabon, constitute Africa’s second-smallest country. Both are part of the Cameroon volcanic mountain line, which also includes the islands of Annobón to the southwest, Bioko to the northeast (both part of Equatorial Guinea), and Mount Cameroon on the coast of Gulf of Guinea.

At sea level, the climate is tropical—hot and humid with average yearly temperatures of about 27 °C (80.6 °F) and little daily variation. The temperature rarely rises beyond 32 °C (89.6 °F). At the interior's higher elevations, the average yearly temperature is 20 °C (68 °F), and nights are generally cool. Annual rainfall varies from 5,000 mm (196.9 in) on the southwestern slopes to 1,000 mm (39.4 in) in the northern lowlands. The rainy season is from October to May.

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Assignment Details

Assignment Title: Programme Coordinator

Organizational Context & Project Description:
Since 2005, the United Nations Development Programme (UNDP) has played the Principal Recipient (PR) role for malaria, HIV and tuberculosis grants funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) in São Tomé and Príncipe. Amounting to US$ 28 million over the 2005 – 2017 period, these grants have represented the largest single donor contribution to the health sector in the country. Their successful implementation by the Ministry of Health and civil society, with the support of UNDP and other technical and financial partners have allowed the country to achieve its Millennium Development Goal number six, particularly in relation to malaria. UNDP is now working with national partners to prepare for the 2018-2020 allocation utilization period during which the focus will be to ensure continued impact of Global Fund programmes despite a reduction in funding (approx. US$ 5 million to cover the three disease components for the duration of the 2018-2020 period), within a framework of building national capacity to ensure readiness for UNDP’s transition out of the PR role.

Sustainable Development Goals:
3. Good Health and Well-being

UNV Focus Area:
National capacity development via volunteer schemes

Task description:
Under the direct supervision of the Assistant Resident Representative/Programmes the UN Volunteer will undertake the following tasks:

I. Ensure effective management of Global Fund HIV, TB and malaria programmes focusing on achievement of the following results

- Oversight and management of programme planning, implementation with emphasis on achievement of programme targets and completion of budgeted activities for the allocation utilization period ending 31 December;
- Coordination and supervision of administrative, financial, procurement and programmatic aspects of the Global Fund grants in accordance with the grant agreement with the Global Fund and UNDP rules and regulations;
- Financial and substantive monitoring and evaluation of the Global Fund Programme, identification of potential implementation problems and recommend appropriate solutions;
- Ensure that projects managed by SRs are executed according to their work plan and budgets and the terms and conditions of grant agreements ensuring quality of the projects and achievement of Programme targets;
- Ensure follow-up to 2017 UNDP Office of Audit and Investigations (OAI) recommendations;
- Assess the programmatic impact and oversee the appropriateness and the accuracy of methods use to verify progress and the results; and
- Finalize grant-making and ensure timely grant-signing and readiness for transition to the 2018-2020 allocation utilization period.

II. Ensure guidance and capacity building and facilitation of knowledge building and sharing

- Engage with national partners to build the capacity of national systems and health institutions including national disease programmes in the key areas of procurement, financial management and oversight, risk management, project implementation and monitoring;
- Manage the implementation of the follow-up plan to the Sub-recipient assessments.
- Engage with national partners and oversee the implementation of the capacity development plan aimed at assisting governments and national entities to implement and assume the PR role;
- Ensure access to appropriate tools and resources required to support government and national entities in the implementation and oversight of their Global Fund programmes and for timely transfer of UNDP's PR role; and
- Support the work of the technical committees and provide advice on Global Fund procedures.

III. Ensure creation of strategic partnerships and support the implementation of resource mobilization
Coordinate and strengthen partnerships with the national disease programmes, Ministry of Health, UN Agencies, financial and technical partners and other implementing partners as well as with international and local stakeholders to ensure transparent and effective implementation of the Global Fund programmes;

Support the national strategic planning processes for the Global Fund programmes based on evidence gained during implementation of the Programme;

Maintain close co-ordination between the Global Fund programmes with other health initiatives in the country to ensure and promote continuity, partnership building and avoid duplication of programmatic activities;

Maintain effective partnership with government and regional institutions, implementing partners and UNDP colleagues to exchange critical and technical information and resolve programme/project implementation issues to ensure results are achieved as planned; and

Establish dialogue with donors, partners and stakeholders to maintain effective working relationships, sustain interests, resource mobilization and cooperation.

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.

Results/Expected Outputs

Timely, quality and full delivery of Global Fund-supported activities as per approved targets, budgets and implementation plans.

Timely and adequate implementation of Office of Audit and Investigation April 2017 audit recommendations.

Timely and adequate implementation of Capacity Development and Transition Plan.

Signed and ready to implement HIV/TB and malaria grants for 2018-2020 utilization period.

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.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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.

Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

Master’s Degree in Public Health, Medical & Health Services, Public Administration, Management, International Development or related field.

Years of Required Work Experience

60 months

Experience Description

A minimum of five (5) years of relevant work experience in health in development or development projects.

Experience and/or expertise in public health/epidemiology, especially HIV, TB and/or malaria desirable.

Experience working with UNDP and/or other UN agencies strongly desirable.

Knowledge and experience in working with Global Fund programmes strongly desirable.
Language Skills

- Portuguese (Mandatory), Level - Fluent
- AND - French, English (Optional), Level - Working Knowledge

DoA Expertise

- Public health (Mandatory)

Additional Requirements for Area of Expertise

Public health, Medical & Health Services, Public Administration, Management, International Development or related field.

Need Driving Licence

No

Competencies & Values

- Accountability
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN 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$ 1,587. 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, kindly enter the link Calculator

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.

**Application Code**  
STPR000017-2214

**Application procedure**

*If you have not yet registered in the UNV Global Talent Pool, please apply by registering your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup). Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to ‘My Page’ section of your profile, click on the ‘Special Calls’ hyperlink and select the special call you would like to apply for.*

*If you are already registered in the UNV database, please update your profile at [https://vmam.unv.org/](https://vmam.unv.org/) Go to ‘My Page’ section of your profile, click on the ‘Special Calls’ hyperlink and select the special call you would like to apply for.*

**Application deadline: 27 August 2017.**

**Disclaimer**

*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.*