

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000931--Technical Officer (UHC/NMH)

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

<b>Country of Assignment</b>	Egypt
<b>Host Institute</b>	World Health Organization
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	12-09-2021
<b>Duty Station</b>	Cairo [EGY]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

The duty station will be Cairo, which is a family duty station with a wide range of services (health, education and leisure) and good living conditions. Cairo (and Egypt) has long been a centre of the region's political and cultural life, with high levels of tourism. Like other similar cities, Cairo offers good quality of life in terms of access to shopping centres, banks, medical services, educational facilities, cultural events, etc.

The Arab Republic of Egypt has a unique geographical position in Northeast Africa, at the crossroads of Europe and Asia, on the Mediterranean and Red Sea, and its connection to Sub Saharan Africa through the Nile Valley. The country is defined by desert and the Nile, the longest river on Earth. Egypt is bordered by the Gaza Strip and Israel to the northeast, the Gulf of Aqaba to the east, the Red Sea to the east

and south, Sudan to the south and Libya to the west.

With over 90 million inhabitants, two-thirds of which are below 30 years, Egypt is Africa's third most populous country after Nigeria and Ethiopia and has the highest population in the Arab world's most densely populated areas, especially in greater Cairo, Alexandria and other major cities in the Nile Delta. The country has witnessed significant political and economic changes since 2011. Through this transition, which includes periods of political unrest, the main income sources of the economy have been negatively impacted, particularly in the tourism sector, as well as revenues from the Suez Canal, oil and remittances from Egyptians working abroad, affected by the global economy. However, with the current political stability, tourism is getting improved, and touristic activities are going back to normal. UN staffs are not directly targeted in Egypt and for the most are vulnerable to being in the wrong place at the wrong time. It is recommended to keep dwell time in the immediate vicinity of military, police and other prominent official installations to the minimum.

## Assignment Details

**Assignment Title** Technical Officer (UHC/NMH)

### Organizational Context & Project Description

The Tobacco Free Initiative is one of several technical programmes in the Department of Noncommunicable Diseases and Mental Health at the WHO Regional Office for the Eastern Mediterranean in Cairo, Egypt. We provide advice, as well as technical and programmatic support to 22 countries in WHO's Eastern Mediterranean Region, to adopt and implement effective legislative, executive, administrative, communication and other measures.

We work closely with WHO headquarters, regional offices, and 22 country offices, ministries of health, and national and international partners, as well as individuals and communities to:

- reduce the burden of disease and death, as well as the harmful health, social, environmental, and economic consequences caused by tobacco.

protect present and future generations from the devastating effects of tobacco, by reducing its consumption, through implementing the WHO Framework Convention on Tobacco Control (WHO FCTC) and the MPOWER measures to reduce tobacco use.

The Department of Noncommunicable Diseases and Mental Health is responsible for providing technical advice and programmatic support to countries of the WHO Eastern Mediterranean Region, with the common goal of promoting health and reducing premature death and disability from noncommunicable diseases, mental health and substance use disorders. These conditions are on the rise. They not only result in premature death and disability but also hinder development, compromise security and impose an enormous economic, social and emotional burden on health and social systems. The rise in these conditions is being driven by certain factors, including tobacco use, physical inactivity, unhealthy diets, obesity, harmful use of alcohol, narcotic drug use, air pollution, humanitarian emergencies and political and socioeconomic transitions.

The Department is working with countries and key partners to:

- prevent these conditions, by addressing related risk factors;
- manage these conditions, through lifestyle measures and treatment; and
- monitor these conditions, through surveillance of risk factors and assessment of health systems.

The goal is to build a better, healthier future for people in the Region – which is essential for improving social, human and material capital in order to achieve optimum development in every country.

UHC/NMN Communications works across the three levels of the Organization — headquarters, regions and countries. Our core communication functions include: audio-visual communications, brand and corporate identity, communications capacity-building and training, risk and emergency communications, health campaigns, internal communications, multilingual communications, news media, partner recognition, strategy, content and outreach, social media, and websites/online communication.

Internally, we provide timely and effective information to all staff on the Department's areas of work. Externally, we support and amplify the impact of the Department's work through scientific research articles, plain language factsheets on diseases and their risk factors, stories on our work around the Region, and more.

**Task description**

Within the delegated authority and under the supervision of the Communications Lead, Department of UHC/Noncommunicable Diseases and Mental Health (UHC/NMH), or his/her designated mandated representative(s), the Technical Officer (UHC/NMH) will:

- 1- Facilitate the implementation of advocacy and communications activities for prevention, management and treatment of noncommunicable diseases and mental health, in collaboration with the Department's Communication Lead and other technical units in the Department of UHC/NMH, with a special focus on tobacco control.
- 2-Follow up with countries on their advocacy work related to noncommunicable diseases and mental health, with particular attention to tobacco control.
- 3-Develop a work plan and/or strategy for the Department's advocacy work, with a regional and national focus.
- 4-Follow up with external and internal partners on the implementation of different advocacy products.
- 5-Support countries in the implementation of their advocacy projects, as needed.
- 6-Develop and contribute to developing advocacy products, including technical and non-technical products fit for use on mainstream media, social and online media.
- 7-Develop, and support the design and production of advocacy materials, including messaging, write-ups, email templates, GIFs, etc. for the Department's annual health days, with a special focus on World No Tobacco Day, and for priority non-WHO health days, for use on multiple platforms, mainstream media, and online and social media, with a special focus on tobacco control.
- 8-Engage in developing and contributing to advocacy work related to novel tobacco and nicotine products, in addition to traditional tobacco products.
- 9-Produce relevant, high-quality advocacy tools, including audio-visual, photographic and printed materials, multimedia presentations, social media, videos and press releases, etc., to highlight WHO's work in the areas of Noncommunicable Diseases and Mental Health, with a special focus on tobacco control.
- 10-Ensure all work being done is reflected/updated on the Department's websites, and develop content, as needed, to capture the work being done in regard to noncommunicable diseases and mental health, specifically tobacco control.
- 11-Work closely with the Department's Communication Lead and HQ counterparts to coordinate the delivery of activities at the regional and country level, and to maximize visibility of UHC/MNH activities in the context of public health.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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**

- As an active WHO/EMRO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WHO/EMRO and its beneficiaries in the accomplishment of her/his functions, including:
  - o Countries' activities and capacity are effectively supported in the area of tobacco control.
  - o Better implementation of the WHO FCTC.
  - o Efforts towards highest achievement level in MPOWER taken by selected countries.
  - o Advocacy and technical material are developed to support countries' efforts.
  - o 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.
- 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

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**Required Degree Level** Master degree or equivalent

## Education - Additional Comments

Advanced higher degree (Master's or equivalent) in public health or area related to tobacco control; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

**Required experience** 36 months

## Experience Remark

- Required Experience: 2-3 years
- Advanced higher degree (Master's or equivalent) in Communications, Social Sciences, Humanitarians or any other relevant degree; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;
- At least 2 year of professional work experience at the national and/or international level in Communications, or relevant field, or other relevant programmes; experience with tobacco control is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in tobacco control volunteerism as a mechanism for durable development, and the UN System.

## Language

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

## Area of Expertise

- Telecommunications systems Mandatory
- Public information and reporting Mandatory
- Other communications related experience Mandatory

## Area of Expertise Requirement

- Communications, Social Sciences, Humanitarians or related field.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Communication
- Ethics and Values
- Managing Performance
- Planning and Organizing
- Professionalism
- Vision
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment

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*We are inspiration in action*

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

Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

### **Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code** EGYR000931-9446

### Application procedure

\* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

\* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 18 August 2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDkzMQ==>

### 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.*