

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000952--Administrative Assistant

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>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<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

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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

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### Assignment Title

Administrative Assistant

### 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.

## Sustainable Development Goals

### 3. Good Health and Well-being

#### Task description

Within the delegated authority and under the supervision of Regional Adviser, Tobacco Free Initiative (TFI), UHC/Noncommunicable Diseases and Mental Health (UHC/NMH) the UNV will:

- Provide full administrative support including drafting, reviewing and dispatching of correspondence, reports, documents, etc.
- Receive, screen and log all incoming correspondence, search for information and attach background, provide unofficial translation, if needed.
- Follow up on the implementation of programme activities and ensure timely submission of unit's contributions, inform and remind professional staff in the unit of deadlines, provide supporting material as appropriate.
- Provide full administrative support to the unit's meetings, draft rationale and cost, compile and process all necessary documentation and liaise with participants.
- Carry out the function of project administrator, monitoring availability of funds and financial expenditures according to the approved workplan, and coordinating with country offices on the implementation of the workplan related to the concerned programme.
- Perform other requested administrative functions related to running the administrative work of the unit.
- Coordinate with other units to finalize and complete administrative tasks where needed.
- Any other related tasks as may be required or assigned by the supervisor.

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 team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WHO and its beneficiaries in the accomplishment of her/his functions.

- 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** Bachelor degree or equivalent

## Education - Additional Comments

Education: University degree in business administration, social sciences or related field

**Required experience** 60 months

## Experience Remark

- Experience: At least five years' progressive administrative experience, and relevant experience in the UN system is an asset.
- 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;

## Language

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

## Area of Expertise

- Administration and administrative assistance Mandatory
- Development programme/project administration Mandatory
- Other finance, economics and administration related experience Mandatory

## Area of Expertise Requirement

**Need Driving Licence** No

## Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Communication
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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:

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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

## **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer

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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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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** EGYR000952-10123

#### 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.

This is a national UN Volunteer assignment, therefore only nationals of Egypt and legal residents in Egypt with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 31-07-2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDk1Mg==>

#### 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.*

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