

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000973--Surveillance and Data Management

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

Country of Assignment	Egypt
Host Institute	World Health Organization
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	3 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Cairo [EGY]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The
duty
station
will
be
the
city
of
Cairo,
which

is
a
family
duty
station
with
a
wide
range
of
services
(health,
education
and
leisure)
and
good
living
conditions.
Cairo
as
well
as
Egypt
as
a
whole
have
long
been
centres
of
the
region's
political
and
cultural
life.
Like
other
similar
cities,
Cairo
offers
good
quality
life
in
terms
of
access
to
shopping
centres,
banks,

medical
services,
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

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We are inspiration in action

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
29
years
-
Egypt
is
Africa's

third
most
populous
country
after
Nigeria
and
Ethiopia,
and
it
has
the
highest
population
in
the
Arab
world.
About
95
percent
of
Egyptians
live
along
the
Nile
—
on
less
than
5
percent
of
Egypt's
territory
—
making
the
Nile
Valley
one
of
the
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.

Assignment Details

Assignment Title Surveillance and Data Management

Organizational Context & Project Description

Support Malaria and Vector Control Unit in the following:

- Collation, review, analysis and reporting of malaria and vector control data
- Support creating a dashboard for the malaria and vector control data using integrated DHIS2 platform
- Participate in the preparation of the World Malaria Report 2020 through collecting DHIS2 data reporting from countries
- Support in preparation of meeting minutes of the weekly and Regional MVC virtual meetings
- Support with literature review for collation of published data related to malaria and vector control
- Support during development MVC manuscripts

Sustainable Development Goals 3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of Regional Adviser, WHO, RA/MVC] or his/her designated mandated representative(s), the UNV [Surveillance and Data Management] will:

- Support collation, review, analysis and reporting of malaria and vector control data
- Support creating a dashboard for the malaria and vector control data using integrated DHIS2 platform
- Participate in the preparation of the World Malaria Report through collecting DHIS2 data reporting from countries
- Support in preparation of meeting minutes of the weekly and Regional MVC virtual meetings
- Support with literature review for collation of published data related to malaria and vector control
- Support during development MVC manuscripts
- 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, including:

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- Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables]
 - Updated Regional malaria and vector control databases in DHIS2
 - Updated Regional and country specific profiles in WMR 2021
 - Contribution to two published paper by malaria and vector control unit
 - 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 dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Bachelor's degree in a relevant area, e.g. Epidemiology or area related to Public Health;

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national and/or international level in disease surveillance, epidemiology and data management and analysis , or other relevant programmes; experience with DHIS2 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 X [health system and sustainable development], volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Monitoring and evaluation Mandatory

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- Database design, administration and maintenance Mandatory
- Development programme management Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Building Trust
- Communication
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

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.

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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 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

EGYR000973-10636

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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: 29-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDk3Mw==>

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.