UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BWAR000008--Surveillance & Emergency Risk Management Expert

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Botswana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-04-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Gaborone [BWA]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment with family

Living Conditions

The Republic of Botswana is an upper middle-income country located in southern Africa. English is the official language of Botswana and widely spoken, although Setswana (also called 'Tswana') is spoken by most people and there are other languages spoken throughout the country. Botswana is a constitutional democracy and general elections, scheduled for October 2019, are expected to be peaceful. Further information about Botswana can be found here https://reliefweb.int/country/bwa There is a wide range of

Assignment Details

Assignment Title
Organizational Context & Project
accommodation options from apartments to townhouses to stand alone housing. The climate is warm, with the rainy season during the summer months. The 2018-2019 year was declared a drought year. However electricity, wifi connection and water supplies are generally reliable in Gaborone, with limited interruptions. Botswana is an international tourism destination and there are also tourism opportunities in neighbouring countries including South Africa, Namibia, Zimbabwe and Zambia. Botswana is a family duty station. There are two private hospitals in Gaborone and several international schools. The business dress code in Botswana is formal.

Working in Botswana provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina, persistence and commitment than elsewhere to make life comfortable and affordable. This position may require some field travel to areas of Botswana where living conditions and infrastructure may not be as high as Gaborone. Therefore, the ability and willingness to work in unfamiliar, culturally diverse environments with varying norms and standards, greater physical hardship and less comfort, are essential.

Surveillance & Emergency Risk Management Expert

Under the leadership of the Head of WHO Country Office, and in close collaboration with the WHE/CPI team at the regional level, the incumbent provides technical support and facilitates the implementation of country activities in the area of Country Health Emergency Preparedness & IHR.

Some independence in decision making is expected and incumbent has to exercise judgement in adapting or modifying relevant WHO guidelines to the country context. A wide range of contacts within the organization is expected – the purpose is to receive policy guidance and support on technical, information-related and administrative as well as managerial issues related to project implementation. Additional contacts both within the Regional Office in Copenhagen and with other Country Offices, Geographically Dispersed Offices and HQ to seek technical support for planning collaborative activities as well as to support project implementation in the country, are foreseen. Under supervision and guidance of HWO regular contacts are maintained with country health administration (at own level of responsibilities) to provide and obtain necessary information, coordinate project implementation and support activities related to evaluation of the health sector coordination mechanisms. Upon request from HWO, the incumbent has contacts with counterparts in the country to represent WHO.

Guiding documents for the work include the Biannual Collaborative Agreement; the Sustainable Development Goals (SDGs); the International Health Regulations (IHR 2005); WHO’s Emergency Response Framework; the Sendai Framework for Disaster Risk Reduction 2015-2030; the Pandemic Influenza Preparedness (PIP) framework; the Performance of Veterinary Services (PVS Pathway); the Paris Agreement on Climate Change; WHO’s e-Manual including Standard Operating Procedures (SOPs) for WHO’ work in emergencies; WHO’s Staff Rules and Regulations.

Sustainable Development Goals

Within the delegated authority and Under the leadership of Head of WHO Country Office and the overall
guidance of Programme Area Manager CPI, the incumbent is assigned the following responsibilities:

1. Support the implementation of WHO activities in the area of Country Health Emergency Preparedness & IHR including providing support to the Ministry of Health and other sectors in activities which include:
   1. developing/updating national emergency preparedness and response plans;
   2. creating and updating the Country Office’s contingency and business continuity plans as well as assisting MoH in creating and updating their national contingency plans;
   3. provision of assistance in risk assessments, and critical core capacities for all-hazard health emergencies;
   4. supporting the monitoring, evaluation and objective assessment of country core capacities, ensuring the implementation of the International Health Regulations.
2. Under close technical guidance and supervision of the respective WHE unit, provide technical assistance at country level on priority issues such as: emergency preparedness, surveillance and response; strengthening health systems, operational readiness and essential public health functions.
3. Act as first-line emergency responder in case of a country emergency in line with the ERF II and support the Incident Management team in the country in case of a graded emergency. Support UN emergency teams, where relevant and in close collaboration with the Regional Office, support the provision of data and information required for any WHE-related documents to be presented to WHO Governing bodies, for the work and deliberation of an IHR Emergency Committee or an IHR Review Committee or a technical consultation.
4. Assist and contribute to promoting partnerships in the country with relevant health stakeholders, to ensure the successful implementation, monitoring and evaluation of capacities in line with IHR (2005) requirements, as well as the identification of financing for WHE country plans.
5. Link with institutions, associations and non-governmental agencies and scientific bodies, for exchange of information, coordination of activities and implementation of sector wide approaches.
6. Assist in preparations of missions to the country and support consultants in country.
7. Assist the Head of WHO Country Office in all managerial, administrative and liaison activities with the Regional Office and support the effective implementation of all WHO activities in the country as elaborated in the BCA, CCS or other WHO action plans.
8. Perform other related responsibilities, including replacing and/or backstopping. Support other WHE programme areas, as needed.
9. 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

In the context of the WHO Health Emergencies Programme, the incumbent provides technical support to health authorities and partners and coordinates WHE activities in the country, supporting the development and implementation of national plans and critical core capacities for all-hazard health emergencies; as well as supporting activities related to the monitoring, evaluation and objective assessment of country core capacities, ensuring the implementation of the International Health Regulation.

• 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

Education - Additional Comments

**Essential:** University degree in medicine, a health-related field or public health-related discipline.

**Desirable:** Master or postgraduate training in Public Health or other relevant areas. Specialized training in emergency/disaster preparedness and response.

<table>
<thead>
<tr>
<th>Required experience</th>
<th>36 months</th>
</tr>
</thead>
</table>

Experience Remark

**Essential:** Minimum three years of national professional experience in planning, developing and implementing programmes/projects in the area of health security, including emergency preparedness.

**Desirable:** Relevant work experience in WHO, other UN agencies; experience working in relevant non-governmental or humanitarian organizations. Relevant experience in the implementation of International Health Regulations (2005).

• Demonstrated knowledge of surveillance and monitoring systems as related to emergency response relief operations, complemented by skills in the field of epidemiological or statistical data collection, assessment, analysis and the evaluation and monitoring in a public health context;

• Proven ability to multitask across various planning and implementation processes within a highly demanding environment;

• Demonstrated knowledge, competency and professional skills on the public health aspects of infectious disease control, epidemic and pandemic preparedness and response with particular
attention to application of an all hazard approach in the context of the International Health Regulations and the use of event based and indicator based surveillance, as well as descriptive epidemiology and principles of public health in communicable disease surveillance and response

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

Area of Expertise
- Public health Mandatory

Area of Expertise Requirement

Computer literacy. Familiarity with software of common use

Need Driving Licence
- No

Competencies & Values
- Accountability
- Communication
- Integrity
- Managing Performance
- Respect for Diversity
- 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$ 1,651. 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.

Application Code

<table>
<thead>
<tr>
<th>Application Code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BWAR000008-6571</td>
<td></td>
</tr>
</tbody>
</table>

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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?

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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 assignment is in the framework of the Africa Women Health Champions to improve health and gender equality initiative. African female candidates are strongly encouraged to apply.

Application deadline: 26 March 2020

doa.apply_url

[https://vmam.unv.org/candidate/show-doa/Q1dBUjAwMDAwOA==](https://vmam.unv.org/candidate/show-doa/Q1dBUjAwMDAwOA==)

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.