UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

COGR000095--Resource Mobilization Officer

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>Congo</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</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>24 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-07-2020</td>
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<tr>
<td>Duty Station</td>
<td>Brazzaville [COG]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

The Republic of Congo is a low-middle income country, located in Central Africa sub-region. The country shares boundaries with Gabon in the South-West, Cameroon and Central Republic Africa in the North and North East, the Democratic Republic of Congo in the East, Angola and Atlantic Ocean in the South.

Since 2014, the Republic of Congo is experiencing an economic downturn, affecting the economic growth (-5 per cent in 2017). Because of the persistent drop in the price of oil, this situation drove to the decline of the gross domestic product per capita, from $3,196 in 2013 to $1,658 in 2017. Nevertheless, the country is globally stable and safe in the main urban and rural areas.

Frequent disruptions are recorded in the electricity supply, particularly in Brazzaville (political capital) and Pointe-Noire (economic capital). The living cost is relatively affordable, but some concerns with the cost of decent housing should be noted. The population enjoys dressing in style and loves music both profane and religious.

According to United Nations security standards, life and travel in Brazzaville and in the other areas major are secure.

The Republic of Congo is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the
ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Resource Mobilization Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
<td>The World Health Organization (WHO) African Region has embarked on a new Global Programme of Work (GPW13) and a new Programme Budget (2020 -2021). Through these two strategic documents, the region aims to deliver public health outcomes through an integrated results-based structure. The new focus of our work will be at the country level where we aim to reach the triple billion goal of 1 billion more people covered, 1 billion more protected and 1 billion more healthier populations. In this regard, the UN Volunteers can work at the Regional Office based in the Republic of Congo, Brazzaville or in any of our 47 country offices. The areas of work that can be covered include: communicable and non-communicable diseases, healthier populations, health systems and information, emergency preparedness and response, data collection and management, family and reproductive health, programme support and administration.</td>
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Sustainable Development Goals

3. Good Health and Well-being

Task description

During deployment, the duties may be modified, based upon the technical needs of the Programme.

Reporting to Head, WHO Country office or Director, Technical Cluster, and working closely with counterparts at the respective Regional Offices and HQ, the UN Volunteer will undertake the following tasks:

- Support the development of a resource mobilization based on existing and potential donors and fundraising mechanisms.
- In close coordination with Project Management and Planning Officers, manage the overall and day-to-day activities related to mobilization of resources, monitoring and tracking funding needs and gaps.
- Liaise with HQ on the required legal and financial clearances and engagement with donors.
- Engage with the main humanitarian donors to the country (in consultation with HQ and Regional Office Resource Mobilization teams). Participate in donor coordination meetings; contribute in negotiations for rapid donor agreements.
- Establish and manage a network of donor contacts, track proposals submitted, funds pledged/received and donor agreement implementation requirements (implementation deadlines, earmarking for specific activities, visibility requests, reporting, etc.).
• Report on expected results and resource mobilization activities in compliance with related documents to be disseminated among donors, and draft specific reports to donors as stated in legal agreements.
• Liaise partners and other UN agencies in the country to ensure that WHO information and updates are adequately captured in the respective situation reports, donor briefs and other relevant documents.
• In coordination with the Communication and Advocacy Officer, effectively utilize the communication products and advocacy material in convincing and encouraging donors to fund the overall health sector response to affected populations. If required, research, write and edit information materials in support to resource mobilization activities, including success stories.
• Perform any other related duties, as required by the functional 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**

- 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>
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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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**Essential**

- First level university degree in social sciences, international relations, political sciences, business, communications, marketing, management or economics from an accredited and recognized academic institution, is required.

**Desirable**

[UN Volunteers Logo]

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Specific studies on resource mobilization, development and/or humanitarian work, as well as, training in donor intelligence, proposal writing, and general project management, is desirable.

**Required experience**

36 months

**Experience Remark**

**Essential**

- At least 3-4 years of relevant professional work experience, at the national and international level, in resource mobilization and external relations.
- Documented achievements in fundraising activities, part of which supporting humanitarian emergency or health outbreak response and recovery activities, is required.

**Desirable**

- Prior relevant work experience in WHO/UN system, health cluster partners, relevant nongovernmental or humanitarian organizations, is desirable.

**Language**

- English (Mandatory), Level - Fluent
- And One of these - French, Portuguese (Mandatory), Level - Fluent

**Area of Expertise**

- Resource mobilization, partnership and donor coordination Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations

**Area of Expertise Requirement**

- Strong interpersonal, representational and organizational skills, with proven ability to facilitate and strengthen the involvement and collaboration of a broad range of internal and external partners;
- Demonstrated success in resource mobilization complemented by the ability to conceptualize ideas and promote consensus;
- Integrity, tact and discretion;
- Ability to work and achieve goals under pressure;
- Sound understanding of the impact of emergencies and crises on social and economic development, and its burden on populations;
- Good knowledge of WHO mandate and goals in the emergency incident management context is an asset.

**Need Driving Licence**

No

**Competencies & Values**

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
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 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: 29 March 2020

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/Q09HUjAwMDA5NQ==

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.