

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### COGR000109--Change Management Project 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

<b>Country of Assignment</b>	Congo
<b>Host Institute</b>	World Health Organization
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Brazzaville [COG]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### 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

**Assignment Title**

Change Management Project Officer

**Organizational Context & Project Description**

The Regional Director's Office (RDO) supports the Regional Director in the efficient delivery of his/her mandate and in the provision of effective leadership and coordination of the work of WHO in the African Region, including partnerships and collaboration with countries, the UN system, international organizations, bilateral and multilateral agencies and other stakeholders. The Office co-ordinates the Regional Director's engagement and collaboration with Member States, the African Union Commission, the UN system, development partners, donors and other stakeholders. It is also responsible for coordinating the preparation of policy, technical and managerial briefs on relevant health matters to facilitate the decisions of the Regional Director and it assists in monitoring compliance in the implementation of specific executive decisions and recommendations. The Office oversees the work of the Regional Office, Country Offices and Inter-Country Support Teams in the WHO African Region and the work of the WHO Secretariat with the Member States.

The UNV will support in doing feedback analysis from the staff to provide meaningful feedback to manager to design changes in the Organization.

Please visit the WHO website to learn more about the Transformation Agenda:

<https://www.afro.who.int/sites/default/files/2018-05/Transformation%20Agenda%20Phase%202%20-%20Putting%20people%20at%20the%20center%20of%20change.pdf>

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

Within the delegated authority and under the supervision of Change Management Adviser or his/her designated mandated representative(s), the UN Volunteer will:

- Ensure quarterly data collection, data analysis, reporting for the primary objective of enabling evidence-based change management.
- Use AFRO information management processes and systems to classify, manage, store and transfer information on Transformation Agenda Initiatives.
- Analyzes, synthesizes and disseminates methodologies, lessons learned and best practices on change monitoring and evaluation, including quality improvement.
- Assist in identifying advocacy and communication opportunities for the Transformation Agenda, by monitoring the news and other key sources and managing internal and external communications calendar.
- Draft a wide range of internal and external communications materials: briefings, infographics, animations, digital cards, short pagers, messages, newsletters, as well as PowerPoint, presentations, media releases, blogs, brochures and reports.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies.
- Identify opportunities for promoting Transformation Agenda outcomes in bulletin, newsletters, digital platforms and other tools of key partners, regional institutions, organizations and networks.
- Regularly provide analytics reports on engagement on Twitter, LinkedIn, Facebook and other relevant channels and propose tactics and crafting content that lead to boost followers and enhance engagement with target audiences.
- Ensure information on the website and intranet is kept up to date, by working closely with the webmaster, communications Unit. This involves the preparation of informal translations.
- Conduct internal interviews, set up interviews, produce and edit videos, and posting stories, features, videos and photos on the main page and social media pages.
- Performs other duties as required

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 World Health Organization team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the World Health Organization and its beneficiaries in the accomplishment of her/his functions, including:
  - Contributes to the change management operational planning and implementation of Transformation Agenda Initiatives
  - Facilitates the management of the Regional Change Network
  - Contributes to the project management of Transformation Agenda Initiatives Contribute to the management of Transformation Agenda related information
- 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

**Required Degree Level** Master degree or equivalent

### Education - Additional Comments

Master degree in public health, organisation, management, economics, development or social sciences

**Required experience** 24 months

### Experience Remark

Desirable:

- Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to change. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases.
- Proactive initiative and volunteering. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

### Language

- English (Mandatory) , Level - Fluent

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A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

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

- And One of these - French, Spanish, Portuguese (Optional) , Level - Working Knowledge

**Area of Expertise**

- Resource mobilization, partnership and donor coordination Mandatory

**Area of Expertise Requirement**

- Excellent excel and power point skills;
- Good management, communications, resource mobilization, public relations and interpersonal skills.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- 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; ability to work with tight deadlines;

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Planning and Organizing
- Professionalism

## 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.

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In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment 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\$ 1,651. 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** COGR000109-7215

#### **Application procedure**

##### **\* Not yet registered in the UNV Talent Pool?**

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?**

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 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: 28-02-2021**

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q09HUjAwMDEwOQ==>

#### **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.*