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>Egypt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-10-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Cairo [EGY]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td></td>
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</tbody>
</table>

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
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
Assignment Details

Assignment Title: Programme Officer

Organizational Context & Project Description

The 13th General Programme of Work 2020-2030 (GPW 13) adopted at the 71st World Health Assembly (WHA) lays out a “bold and ambitious strategy” to support the achievement of SDGs. It aims at reaching 3 billion more people between 2019 and 2023 with a focus on three major strategic priorities i.e. 1 billion more people benefiting from universal health coverage (UHC), 1 billion more people better protected from health emergencies and 1 billion more people enjoying better health and well-being. In tandem, the Global Policy Group (GPG) has developed a guiding document, “Delivering on the 13th General Programme of Work and Health SDGs: WHO Transformation Plan & Architecture” to support transformation of WHO at its three organizational levels to enhance impact. Five major organizational shifts are envisioned in its accountabilities and management, organizational design and operating model, processes and tools, culture and relationships.

Within this context and in furtherance of the EM Regional Director’s Vision 2020-2023, Health for All by All, the WHO Eastern Mediterranean region has embarked on a transformation process to fundamentally reposition, reconfigure and re-capacitate the regional operating model, such that its normative and technical work is of an even higher quality and more sharply focused on and translating directly into a measurable difference in people’s health at country level. A successful transformation will result in high-performing regional and country offices, focused on optimizing impact at country level. To achieve the desired impact, WHO regional and country offices must be “fit for purpose” with sufficient capacity personnel and appropriate competencies in each location to ensure WHO’s programmatic relevance, agility, comparative advantage and value-added. Regional and Country Office reviews are occurring in parallel and will potentially inform, supplement and reinforce ongoing alignment to the transformation at the regional level.

The Country Functional Review (CFR) focuses specifically on the Country Offices and is expected to crystalize tangible and measurable actions where required. These include revised and updated strategic directions and priorities, organizational structure and workforce, a resource mobilization plan, and steps for improved ways of working. The Country Functional Review Team works under the overall supervision of the Manager Country Focus Support (CFS) Unit Country in the WHO Regional Office for the Eastern Mediterranean (EMRO) and is managed by the Project Manager CFR.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of [Manager of Country Collaboration and Cooperation unit] or his/her designated mandated representative(s), the UNV [Program Officer] will:

1. Country Functional Review Team supported to follow up on implementation of CFR recommendations;
   1.1: follow up with WCO focal points for monthly updates on CFR Reports and identify bottlenecks for necessary action
   1.2: update relevant dashboards to reflect implementation status and support analysis
1.3: support preparation summaries for presentation to CFR Steering Committee & Cabinet Meetings

2. CFR Reports and summaries collated, edited and formatted as per standard template;
   2.1: Support establishment and update of the data base for the reports and summaries
   2.2: Support development of template for publications and dissemination
   2.3: Support collation/write ups one-page summaries for every CFR report

3. Presentations and other communication products related to CFR findings & lessons learnt developed and disseminated to external & internal audiences;
   3.1: Support preparation and development of Presentations & Communication Products
   3.2: Update the CFS webpage with CFR reports, photos, presentations and communication products
   3.3: Support collation/write ups one-page summaries for every CFR report

4. Desk reviews /organization of senior level missions to countries with Desk Offices (UAE, Bahrain, Qatar and Kuwait) organized and supported;
   4.1: Develop a list of relevant literature and prepare literature reviews for countries with Desk Offices
   4.2 Support coordination of high-level missions and provide technical support as required
   4.3 Support compilation of mission findings and report writing

• 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:

Results/Outputs:

• Follow up with WCOs conducted & CFR Database/dashboard updated;
• Summaries of CFR supported/prepared;
• Presentations & communication products for events/meetings supported/developed;
• Literature reviews for review of countries with Desk Offices supported;
• 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
Required Degree Level

Master degree or equivalent

Education - Additional Comments

- Master’s degree in a relevant area including public health, development
- At least 2-3 years of professional work experience at the national level and social development programs, or other relevant programmes; experience with UN or government health agencies is an asset, as is experience working in the UN or other international development organization;

Required experience

24 months

Experience Remark

- Master’s degree in a relevant area including public health, development
- At least 2-3 years of professional work experience at the national level and social development programs, or other relevant programmes; experience with UN or government health agencies 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;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners; 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; Excellent knowledge of computer applications specifically spreadsheets, power point presentations and the use of infographics.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in changing lives and public health, volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Public information and reporting Mandatory
- Database design, administration and maintenance Mandatory
- Development programme/project administration Mandatory

Area of Expertise Requirement

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Managing Performance

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 ) and final repatriation (if applicable).

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
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  EGYR000866-7672

Application procedure

Instructions for application:
1. Go to  https://vmam.unv.org/
2. Click on “Candidate Signup”
3. Register with UNV database by entering basic personal information
4. Click “Sign Up”
5. Receive notification e-mail to your provided e-mail
6. Click on the link in the e-mail to validate the e-mail address
7. Complete all the required sections (experience, education, languages, etc.) under “My Profile”
   (Congratulations! Your profile was successfully entered into UNV database and will be considered for future Assignments in Jordan and internationally.
8. Go to “My Page” -> continue to “Special Calls” -> click “Apply” for the assignment -> press “Submit my Application”

doa.apply_url  https://vmam.unv.org//candidate/show-doa/RUdZUjAwMDg2Ng==

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.