

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000876--Technical 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

Country of Assignment	Egypt
Host Institute	World Health Organization
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 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

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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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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

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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

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Egyptians
working
abroad,
affected
by
the
global
economy.

Assignment Details

Assignment Title Technical Officer

Organizational Context & Project Description

The mission of WHO's Health Emergencies (WHE) Programme is to build the capacity of Member States to manage health emergency risks and, when national capacities are overwhelmed, to lead and coordinate the international health response to contain outbreaks and to provide effective relief and recovery to affected populations.

With the recent pandemic of COVID-19, the Program works to ensure that the WHO Regional Office builds emergency risk communication and Community Engagement (RCCE) capacities across the Region; leads source and dissemination of information on outbreaks and health emergencies; develops high quality RCCE products and disseminate proactively, tracks and addresses people's fears, concerns, misinformation and false rumours and develops and implements advocacy strategies and plans with links to resource mobilization and community engagement.

Sustainable Development Goals 3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of Programme Area Manager, CPI] or his/her designated mandated representative(s), the UNV [Technical Officer] will:

- Contribute to and support the design, development, pre-testing, production and dissemination of culturally relevant COVID-19 messages and RCCE materials meeting on-ground requirements and quality standards.
- In close collaboration with RCCE team, support the design and implementation of knowledge, attitude and practice (KAP) surveys, focus group discussions and other feedback from community engagement activities. Help integrate findings into RCCE activities and products to support and inform evidence-based initiatives.
- Contribute to the country support provided by RCCE team to support the development and implementation of RCCE plan and initiatives in country office/s.
- Support the development of training material and delivery of training sessions to build national capacity for emergency risk communication and community engagement.
- Support the operations of the RCCE pillar of the COVID-19 response including compiling briefing notes and situation reports, developing talking points, preparing presentations and other materials needed for technical sessions or meetings.
- Collect success stories, lessons learned, best practices and testimonials from country offices and RCCE for reporting and documentation purpose.
- Develop and maintain a database of IEC material, photos, other multimedia products related to RCCE support to countries and interagency RCCE working group
- Compile, review and analyze team reports and documents to develop a monthly monitoring report reflecting RCCE support

during COVID-19 pandemic.

- Attend internal meetings and prepare minutes of RCCE team and interagency taskforce meeting proceedings and perform other support duties when needed
- Any other related tasks as may be required or assigned by the supervisor.
- 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:
 - Production and dissemination of culturally relevant COVID-19 messages and RCCE materials
 - implementation of knowledge, attitude and practice (KAP) surveys, focus group discussions and other feedback from community engagement activities
 - Implementation of RCCE plan and initiatives in country office/s
 - Development of training material and delivery of training sessions to build national capacity for emergency risk communication and community engagement
 - Develop and maintain a database of IEC material, photos, other multimedia products related to RCCE support to countries
 - Monthly monitoring report reflecting RCCE support during COVID-19 pandemic
- 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 Bachelor degree or equivalent

Education - Additional Comments

- Bachelor level university degree in social sciences, behavioural sciences, development sciences, communications, humanities or related fields from an accredited/recognized institute.

Required experience 84 months

Experience Remark

- Academic; Bachelor level university degree in social sciences, behavioral sciences, development sciences, communications, humanities or related fields from an accredited/recognized institute.
- At least 7 years of progressively responsible work experience in the field of public health, research or communication.

- Excellent interpersonal skills.
- Ability to express clearly and concisely ideas and concepts in written and oral forms.
- Effective negotiation, facilitation and consensus building skills.
- Ability to work under pressure while producing results.
- Ability to “think out of the box” and to make innovative proposals related to RCCE. Tact, discretion and diplomacy.

Language

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

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Development programme management Mandatory
- Database design, administration and maintenance Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Communication
- Planning and Organizing
- Professionalism
- Technological Awareness
- 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.

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

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 (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 Entities](#))

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 EGYR000876-7850

Application procedure

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/RUdZUjAwMDg3Ng==>

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.