

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000893--IHP 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	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Cairo [EGY]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Cairo is a Security Level 3 (Moderate) and category "A" Duty Station. Cairo, the capital of Egypt, is among the largest cities not only in Africa and the Middle East but also globally the 19th largest city across the world). It is also one

of the most densely populated cities worldwide with a population in excess of 16 million people.

The weather in Cairo is mostly warm or hot with cool nights: a very hot summer May to October and a mild winter November to April. The city is very dry, with an average of about one centimetre of rain a year but can have high humidity levels in summer. Cairo occasionally experiences dust summer storms brought by the sirocco hot winds characteristic of the country's climate in April.

Cairo (and Egypt) has long been a centre of the region's political and cultural life, with high levels of tourism. Like other similar cities, Cairo offers good quality life in terms of access to shopping centres, banks, medical services, cultural events, etc.

Assignment Details

Assignment Title

IHP Technical Officer

Organizational Context & Project Description

The mission of WHO's Health Emergencies Programme (The Programme) is to build the capacity of Member States to manage public health threats and health emergency risks and, when national capacities are overwhelmed, to lead and coordinate the international response to contain outbreaks and health emergencies and to provide effective relief and recovery to affected populations. The unit of Infectious Hazards Prevention and Preparedness is responsible for supporting countries for prevention and control of high threat diseases of both epidemic and pandemic potential through development and dissemination of evidence-based policies, tools, norms and standards as well as strategies to control infectious disease hazards. The unit deals with known high threat pathogens such as cholera, chikungunya, dengue, influenza, Ebola and other viral hemorrhagic fevers (VHF), Zika, yellow fever, Rift valley fever, coronaviruses like the Middle East respiratory syndrome coronavirus (MERS-CoV), COVID-19, meningitis, plague and others.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Task description

Under the direct supervision of the Programme Area Management, Infectious Hazard Preparedness Unit (IHP) of WHO Health Emergencies, the IHP Technical Officer will undertake the following tasks:

- Contribute to the preparation of monitoring and progress reports, briefings, proposals, reports and communications required for strategic decision making.
- Design and support case studies to document success stories, best practices and lessons learned concerning the COVID-19 pandemic response and other emerging infectious diseases in EMR context;
- Support and coordinate evidence gathering exercise/studies on COVID-19 and other emerging infectious diseases;
- Support the monitoring and evaluating the implementation of the priority activities under COVID-19 and other emerging infectious diseases;
- Prepare and disseminate disease outbreak news, technical documents, updates and assessments to key stakeholders, as required using standard tools and templates
- Compile and synthesize existing reports and produce manuscripts for knowledge dissemination on COVID-19 and other emerging infectious diseases in EMR context in scientific journals;
- Participate in developing and conducting training activities with Member States on management of disease outbreaks and other acute emergencies;
- Provide input to communications and information products related to COVID-19 and other diseases outbreaks 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

- Contributed to the preparation of monitoring and progress reports, briefings, proposals, reports and communications;
 - Developed success stories, best practices and lessons learned concerning the COVID-19 pandemic response and other emerging infectious diseases in EMR context;
 - Monitored and prepared reports on the implementation of the priority activities under COVID-19 and other emerging infectious diseases;
 - Developed and produced manuscripts for knowledge dissemination.
- 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's degree or higher technical diploma in International Relations, social sciences, public policy, public health, or other related field from an accredited academic institution.

Required experience

60 months

Experience Remark

- A minimum of five years' experience, at the national and/or international levels, emergency programmes and/or countries in the Region.
- Working in the UN or other international development organization is an asset.
- Advanced higher degree (Master's or equivalent) in a relevant area, e.g. Public Health, Epidemiology, Infectious Diseases or area related to emergency;
- At least two years of relevant professional experience in project management in a public health or closely related field;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in Public Health and humanitarian volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Public health Mandatory
- Development programme/project administration Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement

- Infectious Hazard Prevention and Preparedness.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Managing Performance
- Planning and Organizing

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

- Professionalism
- Technological Awareness
- Vision
- 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:

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.

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 (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 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;

- 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 EGYR000893-8268

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.

Application deadline: 27 January 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDg5Mw==>

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.