UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Gambia

World Health Organization

International Specialist

1

24 mois

01-07-2020

Banjul [GMB]

Informations générales

The Gambia is situated at the tip of the West African coast and has a total surface area of approximately 10,360 square kilometres. Apart from the 48km stretch of the Atlantic Ocean, The Gambia is landlocked by Senegal. The climate consists of a tropical hot rainy season from June to October and a cooler dry season from November to May. The Gambia has a total population of about 2 million. English is the official language. Mandinka and Wolof are the main local languages most widely used in the country. The Gambia is relatively peaceful, and the people are warm and friendly. Precautions should nevertheless be taken to avoid any unpleasant surprises.
Détails sur l'Affectation

Titre de l'Affectation
External Relations & Partnerships

Contexte organisationnel & description du projet

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 goals 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.

Objectifs de développement durable
3. Good Health and Well-being

Description de l'action

Within the delegated authority and under the supervision of Head of the WHO Country Office or the External Relations & Partnership lead or his/her designated mandated representative(s), the UN Volunteer will:

- Mapping of top donors the programme areas to which they provide funding
- Research on donors and maintain extensive data on governmental, foundations and corporate donors and potential donors up to date
- To assist technical staff to format and submit proposals and reports that meet donor requirements
- Arrange visits from and meetings with donors, including briefing notes.
- Assist in response to calls for proposals by major donors
- Assist in the preparation of external relation training
- Assist in maintaining and develop partnerships with external stakeholders
- Any other related tasks as may be required or assigned by the supervisor.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s'impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
- Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d'accueil.
- Refléter le type et la nature des actions volontaires qu'ils entreprennent, y compris leur participation dans les réflexions substantielles.
- Contribuer à la rédaction
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:

- Contribute to the building and manages close working relationships with key stakeholders
- Contribute to the Partnership intelligence gathering and sharing
- Contribute to the proposal development and ensuring high-quality reports to donors
- Contribute to the training of country offices to strengthen external relations and partnerships within and beyond respective countries

- 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 / Exigences

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<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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<td>Niveau de qualifications - autres commentaires</td>
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First level university degree in public health, business administration, management, communications, international relations or a related field.

**Expérience Requise**

36 mois

**Remarques sur l’Expérience**

At least 3-5 years of professional work experience at the national and/or international level experience in grant management, donor funding, proposal development, and resource mobilization

**Linguistiques**

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

**Domaine d'expertise**

We are inspiration in action
• Resource mobilization, partnership and donor coordination Obligatoire
• Other development programme/project experience Optionnel

Domaine d'expertise requis

• At least 3-5 years of professional work experience at the national and/or international level experience in grant management, donor funding, proposal development, and resource mobilization

• Desirable: Accuracy and professionalism in document production and editing; Experience in WHO or other UN organizations would be an asset.
• Excellent excel and PowerPoint 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;

Permis de Conduire exigé
Non

Compétences et Valeurs

• Accountability
• Adaptability and Flexibility
• Client Orientation
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Creativity
• Ethics and Values
• Integrity
• Judgement and Decision-making
• Knowledge Sharing
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Self-Management
• Working in Teams

Conditions de service et autres informations

Click here to view Conditions of Service

12 Mar 2020
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

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.

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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: 25-03-2020
Avertissement
Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.

https://vmam.unv.org/candidate/show-doa/R01CUjAwMDAyOQ==