UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MRTR000066--Project Manager (Wellness Card System)

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 | Mauritania       |
| Host Institute        | World Health Organization |
| Volunteer Category    | International Specialist |
| Number of Volunteer   | 1                |
| Duration              | 12 months        |
| Expected Starting Date| Immediate        |
| Duty Station          | Nouakchott [MRT] |
| Assignment Place      | Family Duty Station |

Family Duty Station

Living Conditions

Mauritania, officially the Islamic Republic of Mauritania, is a country in the Maghreb region of Northwestern Africa. It is the eleventh largest country in Africa and is bordered by the Atlantic Ocean to the west, Western Sahara in the north, Algeria in the northeast. Mauritania has a mixed Arab and Berber population of 3.4 million inhabitants (in 2014), about one third of its people live in Nouakchott, the capital and largest city, situated between the dunes and the ocean. Services and infrastructures have been improving lately. The healthcare system in Mauritania mainly consists of administrative centers and emergency health facilities. The healthcare system in the country is predominantly public, however, over the past decade the private medical sector has experienced a steady increase. The country has hospital in all the 15 regions.
Some of those hospitals are suitable for medical emergencies; however they are not fully equipped to house inpatients. The UN system has a list of hospital and private structures for the needs of the UN staff and families. There is a lack of adequate schools in the country. However, they are two main international schools (French and American). Mauritania does not have any particular security problems. Violent crimes are rare in Mauritania. Nonetheless expats, particularly women should avoid travelling alone at night and getting taxis alone as assault can be an issue with women, particularly foreigners. They are plenty restaurants and an important community of expats. Nouakchott has a Saharan climate. Daytime temperatures exceed 38 degrees Celcius (100° Fahrenheit) during the day, however the morning and nights are cool. No particular vaccine is required to enter Mauritania. However, having an updated vaccination certificate is recommended.

The country/Mauritania provides 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

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<th>Assignment Title</th>
<th>Project Manager (Wellness Card System)</th>
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Organizational Context & Project Description

The mission of the Department of Immunization, Vaccines and Biologicals (IVB) is to work towards a world in which all people are vaccinated against vaccine preventable diseases. The overall work of the department is distributed in three main areas:

1. Initiative Vaccine Research Team (IVR) that provides leadership on the research activities to develop new or improved vaccines against diseases of public health importance and to facilitate their introduction and use.
2. Immunization policy that provides guidance and norms for vaccine roll-out.
3. The Expanded Programme on Immunization Team (EPI) whose work is aimed at developing strategies for maximizing the use of vaccines and their delivery; supporting regions and countries in acquiring the necessary skills, competence and infrastructure to implement policies and strategies and achieve disease control/elimination and eradication objectives.

The Expanded Programme on Immunization (EPI) was launched in Mauritania in 1977 to protect children by immunizing them against childhood tuberculosis, poliomyelitis, diphtheria, pertussis, tetanus and measles. Later, with the support of development partners, a number of new vaccines e.g. hepatitis B, haemophilus influenza type b (Hib) and pneumococcal vaccine were introduced in 2005, 2009 and 2013, rotavirus vaccine in 2014, and inactivated polio vaccine in 2015, respectively. It also aims to protect mothers and new-born against tetanus. Immunizing children with these vaccines may avert childhood mortality in Mauritania and thus help contribute towards achieving Sustainable Development Goal (SDG) 3,
Despite a >20% increase in immunization coverage over the last five years, program and data challenges persist. These include a high vaccination dropout rate (>12% in Nouakchott), low household coverage of vaccination cards, incomplete immunization records at the household, facility and program levels, and erroneous estimates of dropout and coverage rates for some localities. Together, these issues make it difficult to know with certainty the extent to which children are protected from vaccine-preventable diseases.

Within this context the WHO Mauritania country Office specifically aims to reduce the impact of diseases preventable by vaccines and their related morbidity and mortality. In line with the global vaccine action plan (2011-2020), WHO country Office will support the Mauritanian Government in developing now solution, to improve immunization coverage, data quality, and decrease dropout rates.

The goal of the project is to provide proof of concept for a novel, technology-enhanced Wellness Card System (WCS) for child immunization tracking and reporting. In addition, the project will pursue six specific objectives: (1) enroll at least 40,000 children in the EPI via the WCS; (2) identify patterns and trends in immunization uptake among mothers in Nouakchott (e.g. where and when mothers have their children immunized); (3) develop an improved denominator estimation technique for immunization; (4) measure change in child immunization data quality (e.g. timeliness, accuracy) and child immunization coverage using pre- and post-intervention data; (5) decrease the vaccine dropout rate by at least 50%; and (6) increase immunization coverage by 20% in target regions.

To this end, the WHO country office would like to hire a project manager to support the EPI, WCS project and the cluster of program support in the country.

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

1. Within the delegated authority and under the supervision of the Expanded Programme on Immunization (EPI) Focal Point or his/her designated mandated representative(s), the UN Volunteer will:

   - Monitor the planning and execution of WCS (Wellness Card System) project activities, with coordination between EPI, regional WCS’S focal points, and health care facilities in the three regions of Nouakchott, as well as collaborating with other implementing partners
   - Lead technical operations design and preparation exercise, to ensure comprehension due diligence of the technical, financial, procurement, and institutional in line with the operations manual and applicable policies/procedures of WHO/MoH
   - Lead periodical preparation of project implementation assessment and support report, to ensure implementation issues and proposed actions are documented as reference for smooth execution.
   - Maintain adequate, up-to-date, and accurate project information and key records in the WHO
• Contribute to the maintenance of project implementation plans to ensure ongoing monitoring of project progress, pro-active identification of issues, recommendation and implementation of action plans to resolve issues promptly.
• Conduct field visits to monitor the progress, update the information as well as data collection system, and provide technical assistance for troubleshooting in timely and proper implementation of WCS work plan.
• Lead the preparation and implementation of the WCS’s baseline study, and the final evaluation of the project.
• Ensure the preparation of all periodic progress reports and documents requested.
• Assess / support the organization of workshops, follow-up meetings and project events and the writing of their reports.
• Support the EPI (Expanded Program of Immunization) in the financial and programmatic monitoring of the WCS project.
• Makes minutes of meetings, writes reports of seminars / workshops, narrative and financial reports on project follow-up, notes on project progress, and briefing notes on specific issues, and represent EPI / WCS at meetings organized by stakeholders.
• Guide the routine execution of the assigned WCS project by coordinating the provision of project data and ensuring the participation of the Ministry of Health in training activities and in coordination with the MoH and the project staff.
• Provide support to the office and project staff on implementation and program directions and procedures.
• Ensure relations between the different stakeholders of the Project at national, regional and district level.
• Provide input to EPI focal point in the development of project completion reports at the completion of WCS project, to ensure key issues and lessons learned are documented for reference in future projects.
• Perform other project tasks according to the needs assigned by EPI focal point.
• This person will work under the supervision of the Expanded Program on Immunization (EPI), and in collaboration with the other relevant staff.

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

1.

- As an active World Health Organization team member, efficient, timely, responsive, client-friendly and high-quality support rendered to World Health Organization and its beneficiaries in the accomplishment of her/his functions, including:
- The WCS project activities are timely planned, implemented, monitored and evaluated
- The periodic supervision, progress reports, minutes meetings, TDRs, training reports are available with high quality writing
- The meetings, seminars/workshops, and financial transactions of the WCS project are monitored and documented
- Monitoring and guidance on execution and coordination of the provision of project data and the participation of the Ministry of Health in training activities is provided as planned
- The evaluation protocol, baseline study and final evaluation reports are available with high quality
- 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

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<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. program / project management (MBA, MA, PMP, ...) with mastery of concepts in project management, and their implementation; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree

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<th>Required experience</th>
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• At least three/3 years of professional work experience at the national and/or international level in Information Technology, IT/public health project/program management, or other relevant programs; experience, as is experience working in the UN or other international development organization;
• Very good experience in writing project reports and management plans
• 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 volunteerism as a mechanism for durable development, and the UN System.

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

Area of Expertise
• Development programme management Mandatory

Area of Expertise Requirement
• Professionalism: demonstrated understanding of operations relevant to World Health Organization; technical capabilities or knowledge relevant or transferrable to World Health Organization procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
• Integrity: demonstrate the values and ethical standards of the UN and World Health Organization in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
• Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious
working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards World Health Organization’s mission and vision, as well as to the UN Core Values.

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<th>Competencies &amp; Values</th>
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<td>Adaptability and Flexibility</td>
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<td>Commitment and Motivation</td>
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<td>Integrity</td>
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<td>Knowledge Sharing</td>
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<td>Managing Performance</td>
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### Conditions of Service and other information

**Condition of Service**

[Click here to view Conditions of Service](#)

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

9 Oct 2019
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$ 1,631. 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 MRTR000066-5470

Application procedure

* 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:** 09-10-201x

**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.