UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000244--Reproductive Health Program Associate

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: Sudan
Host Institute: United Nations Population Fund
Volunteer Category: National Youth
Number of Volunteer: 3
Duration: 6 months
Possibility of Extension: Yes
Expected Starting Date: 15-08-2019
Duty Station: Khartoum [SDN]
Assignment Place: Non-Family Duty station

Assignment Place Remark

UNV based on Khartoum state with possibility of field missions.

Living Conditions

Khartoum is a non-family duty station with security level 4.

Assignment Details

Assignment Title: Reproductive Health Program Associate

Organizational Context & Project Description

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Under direct supervision of the reproductive health specialist, the UN Youth Volunteer will carry out several programmatic functions related to reproductive health with focus on women and maternal health, HIV and AIDS, STI, MISP, Family planning and Reproductive health commodity security.

The UN Youth Volunteer will work in close collaboration with the Reproductive health specialist, analysts and field based staff to support ensuring effective and efficient program management mainly focusing on implementing partners management cycle: planning, implementation, reporting, monitoring and evaluation.

**Sustainable Development Goals** 3. Good Health and Well-being

**Task description**

Under the direct supervision of the head of reproductive health unit, reproductive health specialist, the national UN Youth Volunteer will undertake the following tasks:

- Closely with the program analysts and specialists, ensure the implementation of the program activities for the assigned projects (FP, HIV/AIDS, MCH, MISP, RHCS & STI), through regular follow up with the implementing partners, advocacy efforts, coordination mechanisms and providing technical assistance;
- Facilitate the work of consultants, advisors and experts involved in the implementation of the program under her/his responsibility;
- Assist the program analysts and specialist in developing a comprehensive monitoring and evaluation framework for each grant/project;
- Support the program analysts and specialist to analyze and report on implementation of the assigned program activities, measure progress, identify obstacles/challenges in the implementation of projects that needs to be addressed and document the impact and achievement of each project in line with the annual work plans targets, and UNFPA strategic targets;
- Provide on timely bases up to date summary sheet for progress against all relevant indicators at both outputs and process levels including reproductive health commodities, to facilitate the relevant decisions associated with planning, reporting, funding allocation, and prioritization;
- Contribute to development of reports to SRH programme in humanitarian settings including Emergency RH Kits;
- Coordinate with partners to ensure that monitoring system are properly designed, and that data collection and analysis from field visits are coordinated and standardized to feed into to program performance monitoring;
- Build the capacity of implementing partners on grant management with focus on monitoring and reporting (through formal and intensive on-job trainings);
- In the event of establishing an SRH WG: Design, build, and maintain health information systems for the SRH Working Group to enable regular SRH data compilation across the Health Cluster;
- Facilitate information exchange to promote intercluster activities including but not limited to: GBV Subcluster, & Health Cluster;
- Provide other forms of assistance as required and instructed by the direct supervisors.
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

- Tangible impact on the efficiency of the reproductive health unit in specific and UNFPA response in reproductive health, providing accurate analysis and presentation of information;
- 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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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Bachelor’s degree in public health, medicine, pharmacy, dentistry, health economics or any relevant public health sciences.</td>
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<td>Required experience</td>
<td>12 months</td>
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<td>Experience Remark</td>
<td>One to two years of relevant experience in areas of reproductive health or public health; Proficiency in current office software with high level of proficiency in MS.Excel; Strong written and verbal communication skills in both Arabic and English.</td>
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Language Skills

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

Area of Expertise

- Public health Mandatory
- Specialized human medicine (with clinical experience) Optional
- General human medicine (with clinical experience) Optional

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**
- Accountability
- Building Trust
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Professionalism

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**Conditions of Service and other information**

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

**Conditions of Service:**

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](https://vmam.unv.org/calculator/entitlements)
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 SDNR000244-5044

Application procedure

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.