UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000281--Sexual Reproductive Health Officer – MISP and IM

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Sudan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Khartoum [SDN]</td>
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<tr>
<td>Assignment Place</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

Living Conditions

Khartoum state is a family duty station

Assignment Details

Assignment Title

Sexual Reproductive Health Officer – MISP and IM

Organizational Context & Project Description

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

1. Closely with the head of health, the maternal health program analysts and field officer ensuring the implementation of the program activities for the assigned projects (MISP including CMR), through regular follow up with the implementing partners, advocacy efforts, coordination mechanisms and providing technical assistance

2. Assist in regularly collecting primary and secondary data on key SRH indicators such as BmONC, and CmONC, number of health cadres, and coverage with basic and life saving services. Review existing assessment reports by the MOH, UN agencies, International NGOs, etc.

3. Work closely with program officers, field officers and team, and the Implementing Partners to ensure the timely implementation of SRHR humanitarian work plans and identify and address any barriers to implementation.

4. Participate in the Health and Protection Sub-Working Groups and ensure the integration of RH and SGBV priorities into humanitarian response plans and implementation

5. In collaboration with the emergency response team at FMOH, support the conducting rapid assessments followed by more in-depth assessments. Aggregate the findings in platform for records and long term monitoring.

6. Assist the health specialist and the SRH coordinator in pursuing coordination and collaboration...
functions with the health cluster, SRH working group, and local health authorities and community members on all assessments. Share assessment findings with the health cluster, RH working group, and community members.

7. Assist and facilitate the role of the Head of section, and relevant field officers in developing and/or revising training materials according to local context and implement relevant training sessions on The Minimum Initial Services Packages (MISP) and Clinical Management of Rape (CMR), for different humanitarian actors.

8. Assist the program analysts and specialist in developing a comprehensive monitoring and evaluation framework for each grant/project, ensure follow up with the field team on the 4W, and 3 W, support the SRH coordination forum compilation of partner’s achievement. Support both the head of section and the coordinator, in addition to the field officers to design, build, and maintain health information systems for the SRH Working Group to enable regular SRH data compilation across the Health Cluster.

9. Work with the Head of health unit, program officers, and field officers to prepare and submit forecasting and preparedness needs.

10. 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,

11. Provide on timely bases up to date summary sheet for progress against SRHR humanitarian project, 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.

12. Support the program analysts and specialists in the analysis of processed data and information and perform data quality and consistency control to analyze and report on implementation of the assigned program/project activities, measure progress, identify obstacles/challenges in the implementation of projects that need to be addressed and document the impact and achievement of each project in line with the annual work plans targets, and UNFPA strategic targets,

13. 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

14. 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,
- A final statement of achievements towards volunteerism for 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>Bachelor degree or equivalent</th>
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<tr>
<td><strong>Education - Additional Comments</strong></td>
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<tr>
<td>- Bachelor’s degree in public health, medicine, pharmacy, dentistry, or any relevant public health sciences.</td>
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<td><strong>Required experience</strong></td>
<td>24 months</td>
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<td><strong>Experience Remark</strong></td>
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<td>- Previous experience in areas of reproductive health, public health is an asset.</td>
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<tr>
<td><strong>Language</strong></td>
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<tr>
<td>- English (Mandatory), Level - Fluent</td>
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<tr>
<td>- AND - Arabic (Mandatory), Level - Fluent</td>
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<tr>
<td><strong>Area of Expertise</strong></td>
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<tr>
<td>- Public health Mandatory</td>
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<td><strong>Area of Expertise Requirement</strong></td>
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<td>- At least two years of experience in public health</td>
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<td>- Proficiency in current office software with high level of proficiency in MS.Excel</td>
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<td>- Strong written and verbal communication skills in both Arabic and English</td>
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Need Driving Licence: No

18 Feb 2020
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 (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

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.

Application Code SDNR000281-6358

Application procedure

Instructions for application:
1. Go to [https://vmam.unv.org/](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"

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.