

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001423--Nurse

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

<b>Country of Assignment</b>	South Sudan
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Juba [SSD]
<b>Assignment Place</b>	Non-Family Duty station

### Assignment Place Remark

Non-Family Duty station

### Living Conditions

UNDP IUNV's are expected to live in the accommodation provided by the agency and expected to declare all pre-existing health conditions. Electricity, water and internet are available and there are occasions when there are minimal disruptions. Basic food supplies are available at the duty station and banks such as Stanbic and Eco bank are operational. Security briefings are provided by the head of security.

South Sudan is a unique country and UNDP is a unique (humanitarian) operation. It provides for 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

**Assignment Title**

Nurse

**Organizational Context & Project Description**

This IUNV assignment is part of UNDP's flagship role in partaking in the strengthening across all development sectors, including specifically targeting the health and wellbeing of UN personnel in the context a collective response to the global threat and consequences of the covid-19 pandemic

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

**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.

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

Within the delegated authority and under the supervision of the health manger or his/her designated mandated representative(s), the UN Volunteer Nurse will:

Clinical Duties:

- Responds to emergency calls and assists Medical Officers.
- Ensures effective liaison between patient and private doctor, paramedics, family members, and colleagues as appropriate, documents case findings.
- Assist to the medical officer on the management, organization and coordination of the fever clinic, including isolation ward, etc at the duty station.
- Assist the medical officer in the follow up and tracking of the positive cases and close contacts.
- Performs point of care diagnostic and screening tests.
- Performs clinical assessment of patients visiting the walk-in clinic; provides care/advice accordingly or facilitates referral to the UN Medical Officer or to an outside physician, as indicated.

- Ensures preparedness of staff travelling on missions or reassignments, including administration of appropriate vaccine, instructions on malaria prophylaxis and other travel-related ailments.
- Assists in providing health education and health promotion programs; participates in work environment assessment with special emphasis to the prophylaxis of the relevant diseases of the outbreak.

Medico-administrative duties:

- Assists the UN clinic team in all her/his activities as required.
- Ensures that medical instruments are properly sterilized.
- Ensures proper filing of medical and other records.

Evaluates, orders and maintains an efficient inventory and stock control of medications/vaccines and other medical supplies and equipment.

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**

- As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the UN clinic and its beneficiaries in the accomplishment of her/his functions, including:
- Excellence in the provision of holistic nursing care inclusive of administrative tasks as delegated
- Supervisory Duties: Nil

General:

- UN personnel receive the highest possible standard of health care.
- Client focus is a mainstay of this stay and this is always expected to be maintained.
- Flexibility including working after hours is an expectation in a health context.
- 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

**Required Degree Level** Master degree or equivalent

**Education - Additional Comments**

Registered Professional Nurse with master's degree and who is a graduate of an accredited baccalaureate nursing programme (3 to 5

years). National registration and license is required.

**Required experience**

36 months

**Experience Remark**

Seven years of experience in nursing (desired area ICU/ER). UN field experience is highly desirable. Demonstrated expertise in the care of the mechanically ventilated patient, including the set up and maintenance of circuits and ventilator machines. Previous experience in humanitarian crisis and infectious diseases is highly desirable. Certification as Intensive Care Nurse or a minimum of 1 years' experience as an Intensive Care Nurse or Emergency Room Nurse in the past 5 years. Proven experience in barrier nursing and use of PPE.

**Language**

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

**Area of Expertise**

- Nursing and midwifery Mandatory
- Healthcare administration Mandatory
- Other health related experience Optional

**Area of Expertise Requirement**

- Professionalism: demonstrated understanding of operations relevant to UNDP in South Sudan; technical capabilities or knowledge relevant or transferrable to field duty stations within South Sudan, 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 UNDP 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 UNDP's mission and vision, as well as to the UN Core Values.

**Need Driving Licence** Yes

#### Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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**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](#))

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