**General Information**

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>15-04-2021</td>
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<tr>
<td>Duty Station</td>
<td>Hanoi [VNM]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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**Assignment Place Remark**

**Living Conditions**

The incumbent will live in Hanoi, which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Hanoi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry. Living conditions in Hanoi are relatively good by developing country standards.

Viet Nam is a middle-income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past 25 years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the *Socio-economic Development Strategy 2011-2020*, which was endorsed by the 11th Communist Party Congress in 2011. Viet Nam was recently ranked by external research groups as one of the more secure...
Assignment Details

Assignment Title

NCDs (Non-communicable diseases) Management Support Officer

Organizational Context & Project Description

The World Health Organization (WHO) was established on 7 April 1948 as the directing and coordinating authority in global public health within the United Nations system. The objectives of WHO is the attainment by all peoples of the highest possible level of health. Missions of WHO are to promote health, keep the world safe and serve the vulnerable.

Viet Nam has been a WHO Member State since 17 May 1950. WHO established a country office in Viet Nam in 1977. WHO's work in Viet Nam is based on the country's need for support in implementing its national health policies, strategies and plans (NHPSP) to address key health issues and fulfil its commitment to the WHO Constitution and other international health laws and treaties.

Non-communicable diseases (NCDs) account for over 70% of total mortality in Viet Nam. The majority of patients are neither diagnosed nor treated. One of the causes of this problem is that the NCDs management is hardly available at grassroots health care networks (District Health Centers and Commune Health Stations in Viet Nam context). In October 2017, the 12th Central Committee of the Communist Party of Viet Nam adopted a resolution on the protection, care and improvement of people's health in the new situation (the Resolution No. 20/NQ-TW). It set an ambitious that up to 95% of CHSs, by the year 2025, will implement prevention and management of some common NCDs (hypertension and diabetes).

It is a top priority of the WHO Representative Office in Viet Nam has to support the health sector in Viet Nam in building a strong district health system capable to meet the future essential need of all people, through their life course, especially in responding to NCDs and older population. These include training and supervision on management of hypertension and diabetes at commune health stations applying public health approach and communication campaign for salt intake reduction.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the guidance of the WHO Representative and the Coordinator, Health Emergency and Disease Control Team, the UN Volunteer reports to and work together with the NCDs responsible officer(s), in a close working relationship with relevant professional and administrative staff in WHO Viet Nam and WHO Regional Office for the Western Pacific to perform the following tasks;

- Assist NCDs responsible officer(s) to support the Ministry of Health in strengthening grass root health care network by building NCD management capacity at commune health station
- Provide technical assistance on a nationwide salt intake reduction campaign of the Ministry of Health, in coordination with the relevant national partners under supervision of NCDs responsible officer(s)
- When needed, provide Vietnamese-English (and vice versa) translation support during meetings with Ministry of Health counterparts and partners; and translation of short documents related to NCD management and salt reduction campaign.
- Perform other duties as requested/required by the WHO Vietnam office.

13 Mar 2021
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 a WHO Vietnam Office’s team member together with the Technical Officers in charge, the encumbrment is expected to provide proactive, efficient, timely, responsive, client-friendly, and high-quality support to WHO Viet Nam Office and beneficiaries through the accomplishment of her/his functions, including:

- The national salt campaign organized and assessed in view of initiation of policies on salt in processed food
- Following new MOH’s instruction, supported implementing hypertension management in about 3,000 CHSs in provinces of Viet Nam
- New or innovative applications of NCD management, such as in reporting, training and self-management, promoted
- Monthly update report submitted
- 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

<table>
<thead>
<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 either Medicine, Public Health, Natural or Social Science, or Economics</td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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<tr>
<td>Experience Remark</td>
<td>At least two years of experience in relevant areas including working with various stakeholders, monitoring progress of programmes and organizing workshops/trainings.</td>
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<tr>
<td>Language</td>
<td>Vietnamese (Mandatory), Level - Fluent, AND - English (Mandatory), Level - Fluent</td>
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<tr>
<td>Area of Expertise</td>
<td>Public health Mandatory, Capacity building of non-governmental organizations Mandatory, Knowledge management, archiving and documentation Optional</td>
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<tr>
<td>Area of Expertise Requirement</td>
<td>Excellent oral and written skills; excellent drafting, formulation, reporting skills;</td>
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• 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;
• 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; mobile applications and social media tools; 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 the mission of promoting the UN Sustainable Development Goals especially the goal on Universal Health Coverage (UHC), volunteerism as a mechanism for durable development, and the UN System.

Competencies & Values

• Accountability
• Adaptability and Flexibility
• Building Trust
• Client Orientation
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Creativity
• Empowering Others
• Ethics and Values
• Integrity
• Judgement and Decision-making
• Knowledge Sharing
• Leadership
• Managing Performance
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Self-Management
• Technological Awareness
• Vision

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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** *(Roles and Responsibilities of Host Entities)*

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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code  
VNMR000106-9040

Application procedure

* Not yet registered in the UNV Talent Pool?
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?
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.

This is a national UN Volunteer assignment, therefore only nationals of Vietnam and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 28 March 2021

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/Vk5NUjAwMDEwNg==

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.