UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

YEMR000339-National Emergency Doctor

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>Yemen</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>6 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Mukalla [YEM]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Living Conditions

The Republic of Yemen is categorized as one of the least developed countries in the world. The capital Sana’a has a population of 2.8 million with 1.6 million concentrated in the city limits. The country has a total population of over 20 million mostly spread in rural areas.

Assignment Details

| Assignment Title | National Emergency Doctor |

13 Jan 2020
UN field personnel are exposed to various health and security hazards that may result in disease; psychological trauma and life-threatening injuries. Dedicated, effective primary health, occupational health and emergency medical services may mitigate negative outcomes of trauma, injuries and health complications providing better chances for saving lives as well as for faster and better recovery.

The Emergency Doctor performs the functions under the immediate supervision of the UN Medical Physician with regards to technical matters only and the overall supervision of the UNDP Resident Representative for all administrative matters.

Yemen is currently a critical and complex context. We need urgently National Emergency Doctors who should implement an annual work plan under the technical supervision of the UN Physician according to the activities described below.

**Sustainable Development Goals**

**3. Good Health and Well-being**

**Task description**

Within delegated authority, the Emergency Doctor shall be responsible for the following duties:

**Description of Responsibilities:**

- Provide daily 24 hours emergency medical coverage for UN staff;
- Develop emergency medical contingency plans and assist with UNCT/UNDSS’s planning for response to a mass casualty incident and medical evacuation.
- Respond to acute emergencies in line with international protocols such as advanced trauma life support management and advanced cardiac life support, or Pre-Hospital Trauma life support;
- Do triage and primary stabilization;
- Be on call during and outside office hours to observe and treat emergencies in the UN Clinic and undertake house calls when required;
- In case of mass casualty and emergency situations, keep the Clinic functional 24/7;
- Liaise with other host-nation medical facilities and medical facilities abroad to coordinate medical evacuations;
- Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations;
- Recommend medical evacuation when required to Resident Representative of the involved Agency, fund or program (act as the medical expert and submit the evacuation request the advice of UN Medical Director) and facilitate medical evacuations authorized by the UN Medical Director;
- Responsible for all paper work and reporting procedures for medical evacuations in line with UN
Rules and procedures:
- Ensure proper follow up on all cases;
- Responsible for establishing good relations with reliable hospitals, private medical facilities and blood banks and local physicians including UN Examining Physicians, if available;
- Ensure that proper medical records are kept in a strictly confidential manner;
- Maintain emergency medical supplies and equipment to be used in case of emergency

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;
- 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.

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- 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

At the end of the Assignment:

- The national volunteer will provide weekly and monthly morbidity reports which will include the following information:
  - Training Activities Conducted
  - Upcoming Training Activities
  - National Medical Capacity Building Projects
  - Update on Equipment and Supplies
  - Road Missions
- Medical Evacuations.
- Patient Assessments Conducted (spread sheet format).

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

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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>
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- University Degree in Medicine, from an accredited University and currently licensed to practice within home country or another national jurisdiction;
- Valid certification in Advanced Trauma Life support, Advanced cardiac Life support OR Pre-hospital trauma life support is highly desirable;

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<th>Required experience</th>
<th>60 months</th>
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<tr>
<td>Experience Remark</td>
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- Progressive experience in Emergency and Disaster medicine of at least 05 years
- Previous experience in conflict zone is highly desirable
- Competencies and experience in Medical Transportation (Air and ground transportation) is highly desirable.
- Previous UN medical system/international medical experience is desirable.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is desirable

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<th>Language</th>
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- English (Mandatory), Level - Fluent
• AND - Arabic (Mandatory), Level - Working Knowledge

Area of Expertise
• General human medicine (with clinical experience) Mandatory

Area of Expertise Requirement

Need Driving Licence  No

Competencies & Values
• Accountability
• Client Orientation
• Commitment and Motivation
• Communication
• Creativity
• Leadership
• Planning and Organizing
• Working in Teams

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 (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 YEMR000339-5910

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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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 Yemen and legal residents in Yemen with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 18-Jan-2020.

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**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.