

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000082--Public Health Specialist

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

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<b>Country of Assignment</b>	Timor Leste
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Oecussi Ambeno [TLS]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Living Conditions</b>	

Timor-Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is in the north. Oé-cusse is a district of East Timor. It is a coastal exclave in the western part of the island of Timor, separated from the rest of East Timor by West Timor, which is part of the province of Nusa Tenggara Timur, Indonesia and which surrounds Oé-cusse in all directions except the north, where it borders the Savu Sea. The capital of the district is Pante Macassar, also called Oé-cusse Town.

**Climate:** The climate along the coast is relatively warm hot year-round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The southeast monsoon

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season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

**Health:** Now, public hospital and private clinic service to community and not listed as a recommended medical facility for UN staff. In case of emergency evacuation to be taken in place through helicopter to capital Dili. Stamford clinic serves as a recommended medical facility for UN staff There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

**Diet, Food and Water:** Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Oé-cusse supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Oé-cusse has a view number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local restaurants with less expensive meals. The price range for a meal can range from \$3 to \$20+.

**Telecommunications:** Now, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost \$2-3 and pre-paid/pulsa cards range from \$1 to \$50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

**Hotels:** The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Oé-cusse are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from \$30 to \$50 per night. Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Oé-cusse have been renovated to a reasonable. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

## Assignment Details

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**Assignment Title** Public Health Specialist

**Organizational Context & Project Description**

RAEAO ZEESM-TL has inherited a series of databases and data collection protocols from central level Government. To improve the data management systems from excel based system, District Health Information System (DHIS2) and Saude na Familia (Domiciliary Visits) were initiated by Ministry of Health. The adequacy and linkages of these systems have been questioned by health experts following different

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sectorial planning exercises (2014-2016). The health sector planning exercise highlighted data deficiencies as well as inconsistencies between localized health post data in remote areas and what is being presented to Regional level health management. Such inconsistencies lead to unrealistic policies, poor decision making and resource allocation in Oé-Cusse Ambeno, all of which conspire against the adequate provision of health services in the region.

In addition, the Regional government of Oé-Cusse is planning a series of investments (new regional laboratory, neonatology facility, etc.). The UNV will support the regional government to develop technical proposals for this investment and on the procurement of the equipment and materials.

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

#### **Task description**

Works independently on all or a combination of the following transactions and/or clearly defined areas, depending on the assignment/instructions from supervisors (International Staff and/or Senior National Staff):

1. Reviewing the current data management systems and public health statistical outputs. This include:
  - Review the purpose of the existing system and data management plan;
  - He/she will do so in strict coordination with RAEOA ZEESM-TL Regional Secretary for Health and discussions with doctors and health workers in the Health Facilities.
  - He/she will be tasked with identifying barriers to adequate health sector data management in the region as well to propose a step-wise approach for the sector to strengthen the existing District Health Information System (DHIS 2), enable it to move closer towards evidence-based policy making
  - Review data collection tools including surveillance for Malaria, Tuberculosis, leprosy and other notifiable diseases, handling (quality control) protocols;
  - Support on planning, monitoring and evaluation of health Programmes.
2. Improve planning and monitoring system at the Regional Secretary of Health
  - Support the development of the annual plans and budgets.
  - Support the monitoring process of goals and objectives at the Secretary level.
  - Preparation of reports and technical documents.
3. Advise the regional secretary and development of new technical proposals for investment
  - Support the Regional Secretary on the development of new investment proposals to improve public health, such as regional laboratory and neonatology facility;
  - Supported the development of project proposal for new cooperation with international partners.

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

- Improved the current data management systems and public health statistical outputs
  - Developed new investment proposals and projects
  - Supported the development of annual plans and budgets.
  - New project proposals developed for new cooperation agreements between UNDP, ZEESM TL and donors.
- 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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**Required Degree Level** Master degree or equivalent

### Education - Additional Comments

**Type of Degree:** Medicine with specialization in Public Health/Epidemiology or Biostatistics or any health-related field.

**Required experience** 60 months

### Experience Remark

- At least 5 years of experience in a health-related area.
- Experience working in developing countries.
- Working experience on planning, project development and investment processes.

### Language Skills

- Portuguese (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Working Knowledge

### Area of Expertise

- Public health Mandatory

### Area of Expertise Requirement

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Need Driving Licence No

### Competencies & Values

- Accountability
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Self-Management
- Technological Awareness

## 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:

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\$ 1,631. 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**

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** TLSR000082-4693

### **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.

**Application deadline:** 17 June 2019

### **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.