

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000563--Planning Officer

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

Country of Assignment	Congo, Democratic Republic
Host Institute	World Health Organization
Volunteer Category	International Specialist
Number of Volunteer	2
Duration	3 months
Expected Starting Date	Immediate
Duty Station	Goma [COD], Butembo [COD]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

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Living Conditions

The Democratic Republic of Congo is the second largest country in Africa, and as a result is quite diverse.

Living conditions therefore vary between duty stations. Usual amenities are generally present in DRC and especially in Goma and Butembo the 2 duty stations concerned by this assignment.

However, considering the current context of Butembo marked by the Ebola outbreak and the armed conflicts, the ability to live and work in difficult and harsh conditions will be essential for the Volunteer to be deployed there.

Accommodation is very expensive in both Kinshasa and Lubumbashi. Supermarkets exist in the large towns (e.g. Bukavu, Goma, Kisangani), but consumer items may sometimes be very expensive (as everything is imported in Kinshasa especially). For food, local markets offer a much cheaper alternative.

Butembo and Goma are non-family duty stations. The security situation is quite calm except some attacks of rebels in Butembo.

Some degree of medical service is provided in all duty stations. Certain vaccinations are mandatory for UN personnel to enter the DRC, while others are compulsory for all other incoming persons. It is possible for incoming UN personnel, including UN Volunteers, to be asked to provide proof of some or all vaccinations, though this is unlikely. All UN Volunteers must ensure that they are up-to-date with all appropriate vaccinations, which should be clearly and properly endorsed in the International Certificate of Vaccination ("carte jaune"). Malaria is present virtually throughout the DRC, and it is therefore recommended to take prophylaxis.

The unit of currency is the Congolese Franc. The US dollar is the other preferred currency. It may be impossible to exchange traveller's checks away from the capital city. Credit cards are usually accepted in major hotels only in Kinshasa. In larger towns and cities (e.g. Kinshasa, Goma, Bukavu, Kisangani). UN Volunteers are recommended to open US Dollar bank accounts. UN Volunteers have the possibility to send part of their allowances to a bank account abroad.

In addition to French, there are four major spoken languages in DRC, namely Lingala, Kikongo, Tshiluba and Swahili in the whole DRC territory.

Assignment Details

Assignment Title

Planning Officer

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Organizational Context & Project Description

In the context of the WHO Health Emergencies Incident Management System (IMS), at the country level, the incumbent will facilitate the development of the strategic response plans as well as the WHO operational plan, outlining the activities and resources (staffing, equipment, funding) required for WHO to perform its role as the lead technical agency in health emergencies, and more specifically as the leader of the Health Cluster in humanitarian emergencies and outbreaks.

Sustainable Development Goals 3. Good Health and Well-being

Task description

During deployment, the duties may be modified, based upon the technical needs of the Programme.

Reporting to the Team Lead and under the overall guidance of the Incident manager and working closely with counterparts at the respective Regional Office and HQ, the UN Volunteer will undertake the following tasks:

- Facilitate a systematic collection of information pertaining to the joint operations plans (4Ws), from relevant WHO offices and key operational partners, to generate a consolidated overview of needs and requirements.
- Collaborate with relevant internal WHO teams and key operational partners in the development of a strategic response framework and joint operations plan (4Ws) to outline the response strategies to the emergency incident.
- Support the development of WHO's incident management workplans and associated budgets outlining the required response activities and resources (staffing, equipment).
- Undertake regular planning reviews, with HQ teams and the relevant regional office when necessary, to provide periodic estimates and forecasts on response requirements based on technical needs.
- Coordinate data collection and analysis to monitor progress against plans according to established key performance indicators. Regularly report on response activities across all partners.
- Actively participate in internal and external communication activities and support resource mobilization efforts through providing overall analyses of needs and technical contributions to the development of project proposals and identifying budget needs.
- Monitor the implementation of WHO's projects and grants, ensuring that implementation, expenditure and reporting are consistent with plans and projects. Analyse risks for implementation and bring them to the attention of the responsible officers.
Work with relevant WHO teams and key operational partners on the preparation of a transition and response demobilization plan.
- Provide guidance on project management, promote best practices on the development of work breakdown structures, project plans, timelines, etc.
- Perform any other related incident-specific duties, as required by the functional supervisor.

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

- The mission of WHO's Health Emergencies Programme (The Programme) is to help countries, and to coordinator international action, to prevent, prepare for, detect, rapidly respond to, and recover from outbreaks and emergencies;
- 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 Bachelor degree or equivalent

Education - Additional Comments

Essential

- First university degree in public health, management, business or public administration or other social sciences from an accredited/recognized institute.

Desirable

- Advanced university degree in public health, business or public administration. Specialized training in epidemiology, health management, or humanitarian interventions.

Required experience 60 months

Experience Remark

- A minimum of five years of relevant experience, at the national and international levels, in planning, developing, managing and monitoring technical programmes or operations or financial reporting, in a public health or humanitarian international context.

- Demonstrated experience in coordinating with and reporting on the work of diverse teams and financial resources at international level.

Desirable

Experience working in WHO, the UN and/or international organization, health cluster partners and recognized humanitarian organizations including at the regional/country level. Experience in change management and organizational development

Language Skills

- French (Mandatory) , Level - Fluent

Area of Expertise

- Monitoring and evaluation Mandatory

Area of Expertise Requirement

- A minimum of five years of relevant experience, at the national and international levels, in planning, developing, managing and monitoring technical programmes or operations or financial reporting, in a public health or humanitarian international context.
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Desirable

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Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

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

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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: 24 July 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.