

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000621--Technical Assistant

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>	Bangladesh
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-09-2021
<b>Duty Station</b>	Dhaka [BGD]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Age requirement

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

### Living Conditions

Dhaka is the centre of political, cultural and economic life in Bangladesh. Although its urban infrastructure is the most developed in the country, Dhaka suffers from urban problems such as pollution, lack of public transport and overpopulation. In recent decades, Dhaka has seen modernization of services, communications and public works. The city is attracting large foreign investments and greater volumes of commerce and trade. It is also experiencing an increasing influx of people from across the nation; this has reportedly made Dhaka one of the fastest growing cities in the world.

Historically, Bangladesh has been a safe country for internationals, but a series of security incidents since autumn 2015 have led to increased security measures for UN international staff and volunteers. While Dhaka is not categorized as a hardship station and a

cessation of incidents is expected to lead to relaxation of security measures, the volunteer should be prepared for limitations in freedom of movement on foot, by public transport, and to certain locations.

# Assignment Details

## Assignment Title

Technical Assistant

## Organizational Context & Project Description

UNICEF has been working in Bangladesh since 1952. Bangladesh, a country in South Asia, hosts a population of 160 million: 40 percent of which are children. UNICEF focuses on children, provides support to University facing challenges in this developing, but densely-populated nation. We reach out to communities in all 64 districts, through our field offices covering eight administrative divisions of Bangladesh. UNICEF plans align with the Government of Bangladesh, our biggest partner, as it advances the 2030 Agenda for Sustainable Development. Our success in attaining equitable results for children relies heavily on collaborations with partners, donors, civil society organisations and local people

UNICEF Health programme aims strengthen institutional capacity for sustainable UHC through resilient Primary Health Care for children and women to survive and thrive in underserved area and amongst the vulnerable population. The programmatic outcome will address the long term-goal of ensuring that "institutional capacity is strengthened for a sustainable Universal Health Care for all children and women to survive and thrive especially the most vulnerable". This is aligned with UNICEF's comparative advantage and mandate. Health information system is the backbone of health service development and collection of reliable and credible information drive taking various informed decision. Collection of service utilization data from all health facilities is critical for allocation of resources, proper planning and gaining efficiency in program management and reflection of country data in the global community. UNICEF will support the MOHFW for an integrated, interoperable and well-designed digital HMIS for quality evidence generation and data for decision making across all level of health tires.

## Sustainable Development Goals

3. Good Health and Well-being

## Task description

Under the direct supervision of Health Manager (Health Systems Strengthening) the UN Volunteer will undertake the following tasks:

- Support Health programs of UNICEF for Capacity building of district and municipality health systems on improving data quality with focus on MNCAH – the health systems of Bangladesh require capacity building at sub-national level for data entry and analyze to find critical gaps in programme thorough data. The incumbent will closely work zonal health officers and sub-national health authorities in districts and city corporations for improving data for decision making
- Support Health Programs of UNICEF for Strengthening the Health Management Information Systems with critical analysis gaps in MNCAH program – the incumbent will support health program to analyze database and provide critical MNCAH indicators for quality report writing and evidence generation.

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

- A mid-term progress report (after 3 months) – Gap analysis in data and reporting from health systems in urban and Rural areas.
- A final report (after 6 months) – Quality Assessment of National Health Management Information Systems (HMIS) and lessons learned.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)

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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** Secondary education

## Education - Additional Comments

Currently studying towards a degree or recently graduated (no longer than 12 months prior to application) in information management, public health, education, development studies, global/international health, health policy & management, health research or other relevant field.

**Required experience** 0 months

## Experience Remark

- Demonstrated interest and/or experience (0-6 months) in health programme planning, information systems, public health, primary health care, and planning, programming, implementation monitoring and evaluation of health programme, or other related area
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

## Language

- English (Mandatory) , Level - Fluent

## Area of Expertise

- Other development programme/project experience Optional

## Area of Expertise Requirement

## Learning Expectations

Learning and development are a central part of the UN University Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

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### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

### Condition of Service

[Click here to view Conditions of Service](#)

### Conditions of Service:

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.

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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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,009 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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](#))

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;

- 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**

BGDR000621-9063

**Application procedure**

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

**Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.**

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline: 11 April 2021**

**Selection process**

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 28 April and 21 May.

**COVID-19: The assignment start date may be postponed due to COVID19.**

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDYyMQ==>**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.*