

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000152--Junior Data Analyst

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	Timor Leste
Host Institute	World Health Organization
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	01-09-2021
Duty Station	Dili [TLS]
Assignment Place	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

- Timor-Leste is an independent nation in South-East Asia, with a population of approximately 1.3 million people. Timor-Leste is located in the eastern half of the island of Timor and includes the enclave of Oecusse (in West Timor). Timor-Leste is divided into thirteen administrative Municipalities of Ainaro, Alieu, Baucau, Bobonaro, Covalima, Dili, Ermera, Lautem, Liquiçá, Manatuto, Manufahi, Oecusse, and Viqueque.
- Timor-Leste gained full independence upon passing of the May 2002 Constitution. Almost immediately upon withdrawal of Portuguese colonial rule in 1975, political infighting broke out between nascent Timorese political parties. Indonesia subsequently invaded and occupied the country for 24 years. After the independence in 2002, pro-integration militias rampaged

across the country, forcing 50% of the population out from their homes, and completely destroying more than 75% of the country's infrastructure. With collaborative efforts between international communities and Timor-Leste people, Timor-Leste has made significant progress to be able to be politically stable.

- Thirty percent of the population of Timor-Leste lives in urban areas and the rest live in rural areas. It has been estimated that approximately 50% of Timorese people live below the poverty line (USD0.88 per person per day). The currency of Timor-Leste is the US dollars, but with 5 local coins, 1, 5, 10, 25 and 50 centavos. Banking facilities are widely available, but the use of bank credit and debit cards is limited.
- The duty station is in Dili, a capital city and one of the 13 municipalities. Water, electricity and internet connectivity is available in Dili on regular basis but sometimes disrupted. There are limited number of restaurants serving food from different regions of the world such as Korean, Japanese, Chinese, Italian food. There are also market and shops, but sometimes under stocked. The cost of living is generally high as almost all of the goods are imported.
- There are dry and rainy seasons: the dry season from May to October and the rainy season from November to April. Over the course of the year, the temperature in Dili varies from 20 to 35°C.
- The first COVID-19 case in Timor-Leste was confirmed on March 22. Since then, the total number of positive cases in Timor-Leste as of February 11, 2021 has remained under control at 100 out of more than 19,000 tested. This is the result of rigorous measures to prevent the virus's spread that the Timor-Leste government has undertaken. However, the state of emergency that was announced March 2020 has lasted until now, restricting domestic and international traveling and maintaining border closure.

Assignment Details

Assignment Title

Junior Data Analyst

Organizational Context & Project Description

The WHO constitution came into force on 7 April 1948, and it now employs over 7,000 people, from over 150 countries, in over 150 country offices, 6 regional offices, a Global Service Centre in Malaysia, and the headquarters in Geneva.

WHO became involved in health development programmes in Timor-Leste soon after the country's independence. Now, the WHO's role has begun to shift from implementing specific health programmes, to supporting the MOH to build in-country capacity to formulate evidence-based contextually relevant policies and plans and strengthen health systems for effective service delivery. In each of the strategic priorities, the main focus areas for action have been identified along with strategic approaches to address the challenges while taking into consideration expected impact on the country's capacity, based on WHO's technical and financial contribution.

The Timor-Leste WHO Country Office was created in 1999 to serve Timor-Leste and provides the mechanism to coordinate and consolidate WHO's inputs from the different levels of the organization and to identify synergies between WHO offices, as well as with regional and country partners. Within the Country Office, the team of technical experts is comprised of public health, education, and medical professionals with a wide range of experience, including health security, as well as in health education and strategic health communication.

WHO has been providing technical support to the Government of Timor-Leste in below-mentioned areas:

- Health policy and systems (Strategic Priority 1): strategic approaches include strengthening district health systems and health management information systems.
- Disease prevention and control (Strategic Priority 2): the WHO focuses on elimination and eradication of some communicable diseases and on diseases of public health concern including NTDs.
- Maternal and child mortality (Strategic Priority 3): focuses on support for the immunization programme and related activities, and on effective interventions, focusing on the health workforce, facility-based deliveries, quality of care, contraceptive choice, nutrition, health education, healthcare water supply and sanitation facilities and Integrated Management of Childhood Illnesses (IMCI).
- Capacity building (Strategic Priority 4): the focus of WHO's work is to strengthen overall national capacity building on management, leadership and technical capacity of MOH, support legislative, organizational and administrative reforms. This includes support for strengthening of national capacity based on the national strategic plan and policy framework and transfer of technical skills to national officials.
- Partnership and coordination (Strategic Priority 5): WHO provide supports to facilitate Partnership and coordination among the development partners, leverage with donors by building on existing mechanisms, enhance Government's involvement in

partnership and coordination of external resources for aid effectiveness.

- Emergency preparedness and rapid response (Strategic Priority 6): the WHO enhances its support on building capacity of the government in developing policy and plans on emergency management including outbreak investigation and diseases surveillance and support training of health workforce ensuring adequate emergency preparedness and response. WHO supports developing national capacity to detect and investigate new influenza virus sub-types, and to monitor trends in circulating viruses is strengthened through WHO's Pandemic Influenza Preparedness Framework.

WHO is a well-established organization in Timor-Leste and a globally a leader in public health.

Neglected tropical diseases (NTDs) are intricately linked to poverty and primarily affect marginalized and vulnerable communities in low- and middle-income countries. Although NTDs collectively kill fewer people than other communicable diseases, the human toll of NTDs is devastating. Mostly they cause severe disabilities and deformities as well as loss of income and employment to people already living in poverty. NTDs are preventable and mostly treatable, including through cost-effective interventions such as preventive chemotherapy, and the number of countries, regions, and communities affected by NTDs is progressively shrinking. Elimination of these diseases from the region will serve as a litmus test for the Agenda for Sustainable Development, which is grounded in principles of equity and fairness.

In order to eliminate NTDs and to control the morbidity associated with these diseases, the WHO-TLS office and the Government of Timor-Leste launched a programme titled "Integrated Neglected Tropical Diseases Control and Elimination in Timor-Leste, 2016 – 2021", funded by Korea International Cooperation Agency (KOICA) during 2016 to 2021. This Integrated Neglected Tropical Disease (NTD) Control Programme focuses on three NTDs that are endemic in Timor-Leste: lymphatic filariasis (LF), soil-transmitted helminths (STH) infection, and yaws with the aim to eliminate LF and yaws and control STH infections.

Specifically, the project on "Integrated Neglected Tropical Diseases Control and Elimination in Timor-Leste, 2016 – 2021" program addresses four objectives:

- Interrupt the transmission of LF in Timor-Leste through annual mass drug administration (MDA) and eliminate LF as a public health problem in Timor-Leste;
- Prevent disability and minimize suffering resulting from filarial lymphoedema through improved morbidity management and disability prevention (MMDP);
- Reduce the morbidity associated with STH infections of 1-15-year-old children through regular preventive chemotherapy provided to at least 75% of pre-school and school-age children and improved water and sanitation and hygiene practices; and
- Interrupt transmission and eliminate yaws through a programme of community MDA, followed by active case finding and targeted treatment of cases and contacts.

Therefore, there are four major components of the project i.e. LF MDA, MMDP, STH MDA and yaws MDA.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Task descriptions

Under the direct supervision of a Technical Officer of the Neglected Tropical Disease (NTD) department in WHO-TLS, the UN Volunteer will undertake the following tasks:

- Participate in designing and developing datasets and clean data
- Provide support to collect data from the field surveys
- Clean and verify collected data
- Assist in analysing and interpreting data using a statistical tool such as SAS, Stata, R, and SPSS
- Support training on data entry to local staff by developing training materials, participating in the training sessions as a facilitator, and supervising and monitoring data entry process
- Contribute on report writing
- Perform any other tasks as if assigned by the 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

- Datasets and clean data designed and developed
- Support to collect data from the field surveys provided
- Collected data cleaned and verified
- Assisted in analysing and interpreting data using a statistical tool such as SAS, Stata, R, and SPSS
- 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

Secondary education

Education - Additional Comments

Currently studying towards a degree or recently graduated (no longer than 12 months prior to application) in public health, epidemiology, data management, research, or other relevant field.

Required experience

0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in cleaning and **mining data, developing and designing a dataset, analyzing and interpreting results using statistical tools and techniques, and writing data reports;**
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Experience in United Nations System is an advantage;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other rule of law or governance related 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.

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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.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- 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

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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.

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

TLSR000152-9044

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/VExTUjAwMDE1Mg==>**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.