

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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.

1. **UNV Assignment Title:** Sexual and Reproductive Health and HIV Programme Officer
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** UNFPA Country Programme 2010-2014; Sexual and Reproductive Health and HIV Programme Component
4. **Duration:** 24 months
5. **Location, Country:** Sarajevo, Bosnia and Herzegovina
6. **Expected Starting Date:** As soon as possible

7. Brief Project Description:

Through support to the Bosnia and Herzegovina Ministry of Civil Affairs, the Entity Ministries of Health and the Health Department of District Brcko, UNFPA Bosnia and Herzegovina supports the process of developing a Reproductive Health Strategy in Bosnia and Herzegovina (BiH) and establishing a Reproductive Health Security Commodity Mechanism in BiH.

At the community level, in cooperation with the Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ), and the United Nations Development Programme (UNDP) and UN Global Fund to fight HIV/AIDS, Tuberculosis and Malaria activities, UNFPA will expand the Y-Peer Network will be expanded in the country to include more NGOs working on peer education. Furthermore, UNFPA will support the Government in strengthening its capacities for providing peer education in schools on responsible sexual and reproductive health behavior, including HIV prevention and treatment.

In the area of HIV/AIDS, UNFPA is focused on providing technical assistance, as needed, to the National Advisory Board on HIV/AIDS in the development of the new HIV/AIDS national strategy, ensuring that linkages between sexually transmitted infections and HIV prevention are adequately addressed. Additionally, UNFPA BiH is developing a screening policy defining the screening method for early diagnosis and treatment of cervical cancer.

8. **Host Agency/Host Institute:** United Nations Population Fund (UNFPA)
Bosnia and Herzegovina

9. Organizational Context:

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect.

10. Type of Assignment Place: Assignment with family

11. Description of Duties:

Under the direct supervision of UNFPA Assistant Representative the UNV volunteer will undertake the following tasks:

- In partnership with CO and NGOs (including volunteer based) staff, establish the new potential donor database, with a special focus on donor organizations funding initiatives to enhance opportunities for funding sexual and reproductive health and HIV/AIDS initiatives.
- Contribute to managing sexual and reproductive health and HIV/AIDS programme component, focusing on cervical cancer prevention programme, capacity building, youth reproductive health and women reproductive health;
- Contribute substantially to developing concept notes and project proposals to cover budget gaps in the UNFPA BiH Country Programme Action Plan 2010-2014, relating to sexual and reproductive health and HIV/AIDS. This includes the development of joint project proposals with the other UN agencies, and including government counterparts and NGOs (including volunteer based).
- Preparing concept notes for other projects as identified as needed by the CO.
- Scheduling, organizing (including background documents and scheduling) and attending the meetings with potential donors together with the UNFPA Management team members.
- In partnership with UNFPA BiH Programme Team, organizing and co-facilitating workshops for developing project proposals and fundraising for NGOs, especially youth and women NGOs, with a high number of volunteers.

Furthermore, UNV volunteers are encouraged to:

- Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives to address sexual and reproductive health and HIV/AIDS initiatives;
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in the development of their community;
- Support and take active part in local, regional or national UNV or other volunteer activities to mark International Volunteer Day (IVD), etc.;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Be acquainted with, identify ways to and build on traditional and/or local forms of volunteerism or altruistic civic involvement in BiH;
- Promote or advise local groups to the availability and use of the UNV online volunteering modality, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:

- Donor database established;
- A number of concept notes and project proposals prepared;
- UNFPA Country Office BiH Resource Mobilisation Strategy enhanced.
- Sexual and Reproductive Health and HIV AIDS programme component results targets achieved effectively and efficiently in partnership with the other UNFPA colleagues.
- A final statement of achievements towards volunteerism for development during your assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- Support to and participation in at least 2 UNV Field Unit Office initiatives (UNV team retreat, UNV community mobilization initiatives, International Volunteer Day, contribution of articles, etc.).

13. Qualifications/Requirements:

- Masters Degree public health, social sciences, international development or other relevant area, or a relevant Bachelors Degree with equivalent professional experience;
- 3 years of experience in an international organization in project management;
- Good knowledge of sexual and reproductive health and HIV AIDS;
- Strong managerial skills;
- Experience in contributing to fund raising;
- Experience in developing project proposals;
- Strong communication, presentation and coordination skills;
- Strong English language skills, especially the writing.

14. Living Conditions:

The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo.

The situation in Bosnia and Herzegovina (BiH) is generally quiet; all international agencies consider threats to their staff to be low at this time. However, BiH has the same problems as much of Europe, from pickpockets to traffic accidents, so please make sure you exercise appropriate personal security awareness and common sense.

Bosnia and Herzegovina is a country with the largest mine contamination problem. Over 670.000 mines and 650.000 unexploded ordinances on 10.000 locations estimated. Contaminated area estimated is over 2.000 km² which is more than 4 % of the total territory of Bosnia and Herzegovina. Staff is advised to stay on well-travelled routes while in the country. See the <http://www.bhmac.org>.

15. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,990 (or US\$ 2,240 with one dependant; US\$ 2,440 with two or more dependants); settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the UNV Field Unit/UN Agency:

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Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

Elizabeth Siebenmann, UNV Programme Officer

Date: 9/12/2011