

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. **Type of Assignment:** International UN Volunteer
2. **Type of Assignment Place:** Family Duty Station
3. **Assignment Title:** Communication and Knowledge Management Specialist
5. **Duty Station, Country:** Nairobi, Kenya
6. **Duration (in months):** 12 months
7. **Expected Starting Date:** February/ March 2017
8. **Host Agency/Host Institute:** UNV Regional Office in Nairobi

9. Organizational Context/Project:

The UNV Strategic Framework 2014-2017 advocates for the effective enhancement of the capacity of UNV Field Units based at the country level with high quality programme advisory support through a regional office. The Strategic Framework informs the Global Programmes in the following focus areas: a) Access to Basic Services, b) Community resilience for environment and disaster risk reduction, c) Peacebuilding, d) Youth and e) National capacity building through volunteer infrastructure.

Within the context of the UNV Strategic Framework and through the Global Programmes, the UNV Regional Offices are to provide high quality programmatic support and establish strategic partnerships at the regional level to promote volunteerism for peace and development in their respective regions. Currently, the team consists of a Regional Programme Manager, five International UN Volunteers Specialists with thematic profiles based on the five Global Programmes: Securing Access to Basic Social Services, Community Resilience for

Environment and Disaster Risk Reduction, Peace Building, Youth and National Capacity Development through Volunteer Schemes, and one Fully-Funded International UN Volunteer – Report and Conference Coordination Specialist. The team is supported by a Programme Associate.

The UNV Regional Office in Nairobi ensures strategic, focused and high-quality programmatic UNV partnerships to respond to country (25 UNV Field Units in East and Southern Africa) and regional programming needs in the five aforementioned areas of Global Programmes.

- Programme and project development;
- Technical advice on programmatic best practices at the global and regional levels;
- Resource mobilization initiatives for peace and development projects;
- Support regional partnership building with a spectrum of stakeholders among UN agencies, governments, private sector and civil society;
- Support the integration of evidence and knowledge generated by UNV programmes, knowledge and innovation management systems, and UNV flagship publications into the UNV programme development;
- Map UNDAFs and recommend priority UNDAFs to engage each year using critical entry points in the UNDAF timeline.

10. Description of tasks:

Under the direct supervision of UNV Regional Manager for the East and Southern Africa region, the UN Volunteer will undertake the following tasks:

- Engage with the Regional Office team in strategic communications planning and processes that support the organization's mission, strengthen the visibility of the regional office activities
- Keep abreast of publications/initiatives on volunteerism in relation to peace and development within the region to support identification of strategic partners;
- Provide inputs to the work plans and advisory services on communications at Field Unit and Regional Office level;
- Lead the development and implementation of the Regional Office's communications strategy;
- In collaboration with the thematic specialists, design and produce relevant knowledge management products and communication packages;
- Promote key events and results of the Regional Office and Field Units in the region;
- Lead production of information communications products like press releases, fact sheets, commissioning feature articles and supplements, speeches and talking points, etc. This includes proposing topics, undertaking research, determining appropriate medium and target audience, and coordinating design approval, printing procedures and distribution;
- Identify sources of information related to volunteerism and development from countries in the region and facilitate sharing and replication of practices and lessons learned;
- Undertake media coverage for important Regional Office activities/operations/events i.e. symposia, workshop, conferences, International Volunteer Day (IVD) etc;
- Perform any other related duties. As the UNV Regional Office is a multidisciplinary team, the team members are expected to support each other and step in in absence of a team member. The team members will also be assigned other tasks by the Regional Manager.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

11. Results/Expected Outputs:

The assignment will provide the UN Volunteer with the opportunity to play a key role in the documentation and dissemination of evidence and knowledge generated in East and Southern Africa through a variety of communication channels.

- High quality advocacy and communications materials produced
- Communications Strategy developed
- Promotion of the work of the UNV Regional Office and UNV Field Units in the region.
- Assistance to the development of information pipelines in terms of mapping, reporting, translation and design of knowledge products under the UNV Global Programmes in the region
- UN Volunteers programme is more recognized in Kenya and national/local volunteerism enhanced
- At the end of the assignment, the UN Volunteer will have a clear understanding of the rapidly changing role of the UN, in the context of a region that is challenged at many fronts: security, social, economic, environmental. He/she will have contributed to strengthening that role through the production of high-quality communication, advocacy knowledge management materials that support outreach towards a variety of stakeholders and partners.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

12. Qualifications/Requirements (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level: Bachelor's degree

Type of Degree: University degree in communication, journalism, graphic design, sociology, international relations or a related field.

Years of work experience:

- At least 2 years of relevant work experience in the area of journalism, communication, public relations and/or knowledge management
- Expertise and experience in design and production of attractive communication products
- Experience in working through social media platforms would be an added advantage

Language: Fluent in written and spoken English. Knowledge of French would be an added advantage

Driving license required: No

Computer skills:

- Experience in handling of social media communication tools and web based management systems.
 - Experience in the use of computer and office software packages (MS Word, Excel, PowerPoint, social media, and others).
 - Knowledge of Photo editing software (Adobe Photoshop, Adobe Lightroom).
 - Use of publishing and design software packages (macromedia, Dreamweaver, publisher, web editor, etc.) would be an advantage.

Other Skills:

- Excellent writing skills, particularly in the area of human interest stories, media material etc;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions

B) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive

environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

13. Living Conditions:

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighboring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has seven administrative provinces plus the Nairobi Area. Provinces are further divided into districts. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 39 million is growing at an annual rate of 2.2%. The country's GNP per capita estimated at purchasing power parity (PPP) is \$975, and the GNP is growing at a rate of 0.1% annually. More than 26% of Kenya's people live below the international poverty line of \$1 per day. Kenya's main food crops are "maize, wheat, pulses, roots and tubers." (FAO). The normal "lean season" is in June and July. Severe drought in 1999-2000 led to decreased agricultural

production, and according to FAO, “seriously undermined the food security of 4.4 million people, particularly in pastoral areas. Kenya.

Nairobi is a modern metropolitan city where most basic goods and services are available locally at cost. The city is widely connected through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP.

The UNV Field Unit can provide assistance in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months.

A 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 is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents. The VLA is equivalent to US\$2,065 for volunteers with no dependents, US\$2,315 for volunteers with one recognized dependent, and US\$2,515 for volunteers with two or more recognized dependents. These amounts are calculated using the MLA rate applicable for the duty station to which the family allowance (if applicable) is added: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents.

The MLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the MLA base rate of US\$ 1,554. 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>). The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + \text{Family Allowance}$.

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.

15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "**16FFJPN_KEN**" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "**16FFJPN_KEN**".

Application deadline is 15 December 2016. Only short-listed candidates will be contacted.

This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply. Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.