

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001919--Project Liaison 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 | Kenya |
| Host Institute | United Nations Environment Programme |
| Volunteer Category | National Specialist |
| Number of Volunteer | 1 |
| Duration | 6 months |
| Expected Starting Date | Immediate |
| Duty Station | Nairobi [KEN] |
| Assignment Place | Family Duty Station |

Assignment Place Remark

Family Assignment

Living Conditions

Nairobi is a modern metropolitan city where most basic goods and services are available locally at reasonable cost. The city is at a high altitude, with sunny days and cooler nights. There is a short rainy season before Christmas, and longer rains fall from March to May. November to February is generally warm. No need for central heating, however warm clothes are necessary during the rainy season. There are several transportation options in Nairobi, including taxis, buses, mini-buses, and mobile applications for transport. Public healthcare in Nairobi is generally subpar, but there are private healthcare options that are of better quality. The city is widely connected through 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 UN HABITAT and UNEP, and as the UN Regional Hub for the East and Horn of Africa region. Security is an issue in Nairobi, with incidents of car-jacking and theft not uncommon. Safety and security in Nairobi varies depending on different neighborhoods, and it is important to become familiarized with safety recommendations for the city. Telecommunication system in Nairobi is generally sufficient. Internet access is generally reliable. There are fairly frequent power cuts, however most of the shared compounds have generators.

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Water supply can also be an issue as Kenya often experiences drought. In these situations experts may need to supplement their water supply by buying in water tankers. Kenyans are wonderfully friendly and tolerant to visitors. English is the first language spoken here, though most Kenyans are trilingual, using tribal languages and Kiswahili.

Assignment Details

Assignment Title

Project Liaison Officer

Organizational Context & Project Description

This is a joint a UN programme supporting the Government of Kenya through the Ministry of Devolution and the ASALs. The initiative is spearheaded by the UN Resident Coordinator as part of the United Nations Development Assistance Framework (UNDAF). UNDAF is closely aligned with the national priorities of the Government of Kenya as articulated in its second Medium Term Plan (2018-2022). One of the strategic objectives of the government (via the Ministry of Water & Sanitation and Irrigation-MWSI) are to increase per capita fresh water endowment to 700 m³ through management, protection and conservation of water resources including transboundary waters; increase water storage per capita from 4.5 m³ in 2017 to 14 m³; enhance flood control; and increase percentage of national population with access to safe water (water coverage) from 60% in 2017 to 80% by 2022 (MWSI Strategic Plan, 2018-2022).

In the framework of UNDAF and the Government of Kenya's Vision 2030, the United Nations is committed to supporting the Kenyan Government and fostering actions towards the water security targets of the Sustainable Development Goals. The UNDAF aims to strengthen government capacity to implement risk-informed strategies to increase water security and provide effective response and recovery to drought and flood emergencies. In this vein, a joint action among UN agencies (such as UNESCO, UNEP, UNDP, FAO, UNOPS, IOM and UNICEF) aim to improve the water security needs of the counties constituting the Arid and Semi-Arid Lands (ASAL) of Kenya which are particularly vulnerable to water stress.

First of the joint actions is the execution of a rapid integrated assessment of water resources in the ASAL counties to define entry points for designing interventions that deliver sustainable solutions for the management of water resources in ASAL counties. The rapid integrated assessment aims to:

- Identify and document water resources and their socioeconomic benefits to the ASAL region;
- Diagnose threats to sustainable quality water access and supply;
- Document and analyse institutional arrangements, regulatory frameworks and policies for the protection of water resources in the ASAL region;
- Identify and document past, present and future water-related initiatives, projects and programmes;
- Document financial sources and mechanisms for water-related projects and programmes for the ASAL region;
- Propose intervention measures to improve water security based on scientific evidence resulting from assessments, to be presented in a donor conference to mobilise partnerships and additional resources to implement the programme.

Sustainable Development Goals

6. Clean water and Sanitation

Task description

Under the direct supervision of the Kenya Country Programme of the United Nations Environment Programme (UNEP), this position is hosted by the Ministry of Devolution and the ASALs of Kenya. The UN Volunteer will undertake the following tasks:

- Establish a link and act as a liaison between the Ministries of Devolution & ASALs, Water and Irrigation and Environment, the county governments, the UN Country Team and other partners;
- In liaison with UNEP, the Cabinet Secretary (CS) and all partners establish the team's work plans and set objectives & performance indicators for achievement of planned results;
- Promote teamwork and partnerships to facilitate harmonization, integration & linkages;
- Handle all correspondences under the program;
- Coordinate all the meetings workshops and travel arrangements for the technical teams;
- Coordinate personnel in all the counties targeted by the program;
- Continuously update the CSs, UN Kenya Country Team and other partners on the status progress and workplans of the

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program;

- Prepare reports as required and stipulated in the concept note on a rapid water resources assessment in the ASAL counties of Kenya;
- Provide first level technical assistance in the preparation and executing of the assessment, including support in data collection and data analysis on water resources and water resources management in ASAL counties;
- Prepare information, communication and outreach products resulting from the project;
- Facilitate meetings with governors of the targeted counties and follow up on public participation;
- Provide strategic advice to the UNRC, CS and UNCT and relevant partners on identification and establishment of innovative partnership modalities, exploring new partners (e.g., emerging donors, CSOs, academic institutions, private partnerships and fund mechanisms);
- Undertakes other tasks as may be requested by UNEP and CS as directly relates to the project.

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

- An enhanced UN -Government strategic partnership on water security for ASALs;
- An improved coordination of project activities at national and local levels (meetings, workshops, travels etc.);
- The documentation of project activities (workplans, reports, etc.) and water resources data;
- The management of communications and outreach materials of the project;
- 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

Water Science, Environment, or Natural Resources; or related discipline

Required experience 60 months

Experience Remark

A minimum of five (5) years of professional working experience relating to project or programme management in the water or environmental sector including at least three (3) at the international level is required.

Proven technical skills in the area of Project Management including but not limited to Monitoring and Evaluation, Project Risk Management, Socioeconomic Surveys and Quantitative Data Analysis is desired.

Work experience in managing government water infrastructure projects and conducting rapid assessment of water resources will be an advantage

Language

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- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory
- Water, sanitation and environmental engineering Mandatory
- Monitoring and evaluation Optional

Area of Expertise Requirement

technical skills and experience in project or programme management in the area of water or environmental sector

Monitoring and evaluation skills and experience

Need Driving Licence No

Competencies & Values

- Communication
- 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:

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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer

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assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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

KENR001919-10126

Application procedure*** Not yet registered in the UNV Talent Pool?**

Please 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' <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?**

Please 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: 01 August 2021**doa.apply_url**

<https://vmam.unv.org/candidate/show-doa/S0V0UjAwMTkxOQ==>

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.