

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001921--Programme 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

Country of Assignment	Kenya
Host Institute	United Nations Environment Programme
Volunteer Category	National Specialist
Number of Volunteer	2
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

Programme Assistant

Organizational Context & Project Description

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

Established in 1972, the UNEP has among its main objectives to maintain the state of the global environment under continuous monitoring; to warn people and nations about problems and threats to the environment and to recommend measures to improve the quality of life of the population without compromising the environmental resources and services of future generations.

UNEP is one of the GEF agencies mandated with the role of supporting non-Annex 1 countries to prepare their national climate reports under the United Nations Convention on Climate Change (UNFCCC). Currently, UNEP is supporting more than eighty (80) countries to meet their reporting obligations under the UNFCCC, through the preparation and submission of National Communications (NC), Biennial Update Reports (BUR) and Biennial Transparency Report (BTR) to the UNFCCC.

Sustainable Development Goals

13. Climate Action

Task description

These posts are located in UNEP's Economy Division, Energy and Climate Branch, Global Environment Facility (GEF), Climate Change Mitigation Unit at the Nairobi duty station. Under the direct supervision of UNEP Task Manager, the UNV Programme Assistants will be responsible for the following duties:

Project Design (concept phase):

Project/Programme Development

- Verify Project Identification Forms (PIFs): grammar, spelling, acronyms, uniformity in presentation / formatting, consistency of information in tables and text, completeness of all required sections and ensure that all necessary corrections are incorporated.
- Draft Letters of Endorsement (LoE) using the GEF approved templates for signing by the National GEF Operational Focal Points
- Upload PIFs and responses to GEF Sec reviews on the GEF Portal.
- Ensure all documents are properly archived in the Climate Mitigation Unit shared database, using the standard file naming convention.
- Ensure the project developers have the latest templates to prepare the Chief Executive Officer (CEO) Endorsement Requests, including all required GEF and UNEP annexes / appendices.
- Verify CEO Endorsement Request and annexes: grammar, spelling, acronyms, uniformity in presentation / formatting, consistency of information in tables and text, completeness of all required sections and ensure that all necessary corrections are incorporated.
- Perform consistency checks on the information provided in the different interlinked CEO Endorsement Request annexes (i.e. Budget, Workplan, and Terms of References).
- Upload CEO Endorsement Requests and responses to GEF Sec reviews on the GEF Portal.
- Support the Task Manager in coordinating with other UNEP units / teams, whenever needed.
- Ensure all documents are properly archived in the Climate Mitigation Unit shared database, using the standard file naming convention.

Project Implementation:

- Assist the Task Manager and Administrative Officer in preparing Project Cooperation Agreements (PCAs) and/or Internal

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Cooperation Agreements (ICAs) as well as compiling the standard appendices for the upcoming CEO endorsed GEF projects under the enabling activities portfolio.

- Track circulation of new project internalizations and all projects revisions for the enabling activities portfolio through UNEP clearance and approval process.
- Assist the Task Manager in reviewing project implementation plans, work plans and budgets; verify availability of funds; ensure necessary approval and entry in computerized budget system.
- Assist the Task manager in reviewing agendas, terms of reference, presentation slides, and other documents prepared by the Executing Agencies for project inception workshops.
- Assist the Task Manager and Administrative Officer in communicating / coordinating with Executing Agencies on timelines to submit all required UNEP/GEF reports as per the requirements of the PCA / ICA.
- Ensure the Executing Agencies use the right templates to meet these reporting requirements, and that all sections of the reports are duly completed.
- Support the Task Manager in reviewing the required GEF/UNEP reports submitted by the Executing Agencies under the enabling activities portfolio.
- Support the Task Manager in reviewing budget and workplan revisions and provide guidance to the Executing Agencies as necessary for them to complete the documents correctly.
- Draft correspondence on budget-related issues and prepare and update periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets.
- Assist in the follow-up on outstanding financial and progress reports with the Executing Agencies.
- Support the Task Manager in coordinating with other UNEP units / teams, whenever needed.
- Ensure all project reports for enabling activities portfolio are properly named and filed in the Climate Mitigation Unit shared database.
- Track the submission, review and approval of all required GEF/UNEP reports of enabling activities portfolio and ensuring that the tracking tool is up to date.
- Support the Task Manager in preparation of annual reports on status of NC & BUR/BTR for submission to the GEF, as and when needed

Project Evaluations and Closure:

- Assist in creating / populating the evaluation database / repository with relevant project information, reports, deliverables and documents.

General:

- Provide general administrative and coordination support to the Task Manager and the Administrative Officer.
- Maintain and keep up-to-date project folders / files.
- File and archive documentation and reports in the Climate Mitigation Unit shared database, following the standard file naming convention.
- Support the Task manager in organization of meetings within the climate mitigation unit as well as with national partners
- Perform other related duties as assigned by the Task 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- 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

- As an active UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:
- Project database and filing system maintained in line with standard filing / naming convention for the enabling activity portfolio.
- Progress reports, expenditure report and cash requests for enabling activities portfolio reviewed and comments provided to executing partners where needed
- PCAs / ICAs for CEO endorsed/approved GEF projects under the enabling activities portfolio are prepared.
- Executing agency partners receive timely guidance on completing UNEP/GEF reports and cash requests.

- Project extension and revision documents are in line with the GEF and UNEP guidelines
- Annual report on implementation of NCs and BURs/BTRs projects prepared and submitted to the GEF Secretariat
- 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

- Bachelor's degree in environmental sciences, environmental policy, environmental engineering, natural resources management, natural sciences, physical sciences, economics or in a related field;

Required experience 36 months

Experience Remark

- A minimum of three (3) years of experience in providing support in programme/project planning, development, implementation and monitoring. Ability to work effectively with multiple stakeholder groups including national governments.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory
- Monitoring and evaluation Mandatory
- Development programme/project administration Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Communication
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

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

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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 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

KENR001921-10157

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: 05 August 2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTkyMQ==>**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.