

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001922--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 | UNWomen |
| Volunteer Category | National Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Possibility of Extension | Yes |
| Expected Starting Date | Immediate |
| Duty Station | Nairobi [KEN] |
| Assignment Place | Family Duty Station |

Assignment Place Remark

This is a Family Duty Station Assignment

Living Conditions

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighbouring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub-counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 40 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 an average 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).

Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. 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 socio-economic and cultural background of the immediate society the UNV would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate.

Assignment Details

Assignment Title

Programme Assistant

Organizational Context & Project Description

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts while building effective partnerships with civil society and other relevant actors.

UN Women has presence in 81 countries and the global Strategic Plan (2018 – 2021) has five outcomes that are prioritized and implemented according to country context. The five interdependent and interconnected outcomes are 1) women's leadership and participation; 2) women's income security, decent work and economic autonomy; 3) women and girls live a life free from all forms of violence; 4) women and girls contribute to and have greater influence in building sustainable peace and resilience; and 5) women and girls benefit equally from the prevention of natural disasters and conflicts and humanitarian action.

Women Economic Empowerment

UN Women is dedicated to gender equality and the empowerment of women and girls. It has a triple mandate to promote and develop normative frameworks, to coordinate the UN system's work on gender equality and gender mainstreaming and, lead and coordinate the work of UN country teams to advance implementation of the Beijing Platform for Action, CEDAW, and Security Council Resolutions such as 1325 and 2242 (2015). It supports SDG 1 of ending poverty in all its forms everywhere and SDG 2 of ending hunger, achieve food security and improve nutrition and promote sustainable agriculture. Under UNDAF 2018-2022, the UN supports sustainable and inclusive growth focusing on a competitive and sustainable economic growth that is increasingly resilient, green, inclusive and equitable and creating decent jobs and quality livelihoods for all. In the UN Women's Strategic Plan 2018-2021, Outcome 3, UN Women supports 'women to have income security, decent work and economic autonomy'.

WEE is KCO's Strategic Note SN result area 2. WEE will focus on two key areas where it has comparative advantage. These are: a) Climate Resilient Agriculture with focus on closing the gender gap in agriculture by supporting women farmers in the agriculture value chain to enhance their resilience to climate change and increase agricultural productivity; and b) Access to Markets /Procurement opportunities for women entrepreneurs, with focus on supporting businesses to be competitive government and private sector companies to implement, monitor and report on affirmative procurement policy, and supporting women owned businesses. WEE takes a human rights approach to ensure no one is left behind and that women, especially the poorest and most excluded, are economically empowered and benefit from development.

WEE's Private Sector Work

As part of fostering gender equality and the elimination of discrimination against women and girls, UN Women Kenya works with private sector organisations to promote women empowerment principles and establish high-level corporate leadership for gender equality; treat all women and men fairly at work – respect and support human rights and nondiscrimination; ensure the health, safety and well-being of all women and men workers; promote education, training and professional development for women; implement enterprise development, supply chain and marketing practices that empower women; promote equality through community initiatives and advocacy and; measure and publicly report on progress. To this extent, 42 companies have signed up. Ongoing engagement/meetings/capacity enhancement and the sharing of best practice require concerted efforts and resources to convene.

In 2020, KCO joined the Unstereotype Alliance (UA). The Unstereotype Alliance is a thought and action platform that seeks to eradicate harmful gender-based stereotypes in media and advertising content. Stereotypes are a pervasive and powerful barrier that stands between societies and the dividends of gender equality. With the vision of an unstereotyped world, the Alliance unites industry

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players as a force for positive change. A growing and influential coalition, our members and allies span multinational brands and advertising networks, industry associations, awards festivals, media companies, not-for-profits and social change consultancies that share our common objective. Gender stereotypes are culturally driven and the Alliance takes a localised approach with National Chapters in Brazil, Turkey, South Africa, Japan and the UK with many more to follow. Now, the Unstereotype Alliance harnesses the collective influence of 136 members, including 41 from our global membership and 95 at a national level. As diversity and inclusion are increasingly recognised as drivers of effective advertising, the work of the Unstereotype Alliance continues to grow as not only a social imperative, but a case for better business. KCO launched the chapter in February of 2021, with 5 members and 3 Allies. KCO is actively involved in the learning cafe's, national chapter meetings and global meetings. KCO is working to increase the Kenya Country Chapter membership, to formulate a workplan and implement it and drive national level dialogue that eliminate stereotypes and drive womens empowerment.

The Programme Assistant-Private Sector (National UNV) will work closely with national partners, and stakeholders. These will be private sector, governmental corporations, civil society organisations and women associations together with UN Women programme and operations staff, involved in formulating and implementing UNWOMEN initiatives around UA and WEPs. The Programme Assistant-Private Sector will in close collaboration with UN Women programme, operations and projects' staff in the Country Office resolve complex programme and operations-related issues as well as to ensure proper exchange of respective information and growth of WEPs and UA membership and agenda including the women movement for improved Gender Equality and Women Economic Empowerment in the Kenyan space.

Sustainable Development Goals

5. Gender Equality

Task description

Under the overall guidance of the Team Leader-Women Economic Empowerment, the programme Assistant-Private Sector shall be responsible for; driving the Unstereotype Alliance and Women Empowerment Principles programme.

1. Programme Management Support:

- Drive growth of UA and WEPs membership in Kenya, including engaging new and old members, developing and updating member databases, conducting due diligence, following up with member payment, sharing materials and tools from HQ and best practices' from membership, for purposes of learning;
- Provide programme and administrative support to UA and WEPs programmes in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements;
- Lead the implementation of the programmes and their workplans including timely communication to partners, convening of meetings both virtual and physical;
- In a timely manner, lead in preparation of UN Women quality internal reports on WEPs and UA including following up with members for their reports, collating the same and synthesizing into a comprehensive KCO report;
- Engage with and monitor the partners and their WEPs and UA commitments;

2. Administrative Support to UA and WEPs

- Provide administration/procurement support to the project: organization of conferences, workshops, seminars, missions, budget the events;
- Make travel arrangements as necessary including preparation of travel requisitions and claim.
- Organize and coordinate filing of correspondence/documents and ensure up-to- date filing. Maintain both hard copies and electronic copies of the office records and reference files on various subjects.
- Create and maintain appropriate folders for reference materials received electronically.
- Prepare presentation material/slides in Power-point for presentations for the meetings/workshops and keep all papers ready for meetings.

3. Technical and Advisory Support

- Supervise closely, the roll out of UA and WEPs;
- Maintain relationships with UA and WEPs members to support implementation KCO's private sector engagement programme;
- Identify opportunities for capacity building of partners and together with HQ, facilitate technical/ programming support and trainings including in Gender Responsive Procurement, tools to unstereotype media and advertising etc;
- Provide technical assistance, mentoring, training and capacity development initiatives to partners as the case might be.

4. Provide Substantive Inputs to Building Partnerships and Resource Mobilization Strategies

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- Forge strategic partnerships and maintain relationships with private sector companies, corporations and associations of women and businesses, to support implementation UA and WEPs;
- Lead UN Women's participation in policy dialogues at country level, on issues related to Gender Equality, Women Empowerment and private sector engagement;
- Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;
- Identify donors and participate in donor meetings and public information events related to WEPs and UA, as delegated.

5. Provide substantive inputs to advocacy, knowledge building and communication efforts

- Organize advocacy campaigns at county/country, events, trainings, seminars, and knowledge products;
- Identify best practices and lessons learned to guide programme improvement, uptake of UA and WEPs and strategy planning;
- Contribute to develop knowledge management strategies, products, and methodologies on the UA and WEPs programmes;
- Participate in UA and WEPs donor meetings and public information events, as delegated.

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

- Timely programmatic support to the Women Economic Empowerment Unit as appropriate
- A final statement of achievements towards volunteerism for development during the assignment, such as activities participated in and capacities developed.
- 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 Degree in, International Development, International Relations, Business, Communication, Marketing or related disciplines

Required experience 36 months

Experience Remark

- A minimum of 3 years of relevant private sector work or development work experience managing partnerships or in charge of communication, monitoring and evaluation, donor reporting and capacity building;
- Providing administrative and logistical support
- Experience in gender is an asset;
- Experience coordinating and liaising with government agencies and civil society
- **Computer Skills:** Excellent computing and IT skills, with full competency of office software packages.

Language

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- English (Mandatory) , Level - Fluent
- AND - Kiswahili (Optional) , Level - Working Knowledge

Area of Expertise

- Journalism, mass media and broadcasting Mandatory
- Administration and administrative assistance Optional
- Logistics and supply management Optional

Area of Expertise Requirement

Development work experience, Managing partnerships or in charge of communication, Monitoring and Evaluation, Donor Reporting and Capacity Building

Need Driving Licence No

Competencies & Values

- Accountability
- Client Orientation
- Commitment and Motivation
- Communication
- Integrity
- Knowledge Sharing
- Professionalism
- Respect for Diversity
- Technological Awareness
- 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.

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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 KENR001922-10158

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/S0VOUjAwMTkyMg==>

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.