

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001931--Analyst

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	Resident Coordinator Office
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Nairobi [KEN]
Assignment Place	Family Duty Station

Assignment Place Remark

Family assignment

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 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

Analyst

Organizational Context & Project Description

The Analyst post is located at the Ministry of Health, Afya House, Nairobi, Kenya and will receive strategic guidance and supervision by the Chief Administrative Secretary for Health.

The UNV will report as well to the SDG Partnership Platform Lead for Primary Healthcare in line with UN policy and procedures.

Achieving the Sustainable Development Goals (SDGs) will be as much about the effectiveness of development cooperation as it will be about the scale and form that such co-operation takes. There is a lot of talk about partnership, but not enough practical, on-the-ground support to make partnerships effective in practice, especially not at scale.

Under the leadership of the Government of Kenya therefore, the UN System in Kenya in 2017 helped to spearhead the SDG Partnership Platform in collaboration with development partners, private sector, philanthropy, academia and civil society including faith-based stakeholders.

The Platform was formally launched by the Government of Kenya at the UN General Assembly in 2017 and has become a flagship initiative under Kenya's new UN Development Assistance Framework 2018-2022 (UNDAF). As the entire UNDAF, the Platform is geared to contribute to the implementation of Kenya's Big Four agenda in order to accelerate the attainment of the Country's Vision2030.

The Platform brings together leadership from Government, development partners, private sector, philanthropy, civil society, and academia to create diverse SDG accelerator windows to catalyze SDG partnerships, financing and innovations, in alignment with Government development priorities.

Primary Healthcare (PHC) has been the first window established to be a critical driver working with key stakeholders towards achieving Universal Health Coverage (UHC) in line with the SDG3 framework, Kenya's Big Four Agenda, and UHC roadmap.

In 2018, and under the leadership of the SDGPP co-chairs, Hon. Sicily Kariuki, Cabinet Secretary for Ministry of Health (MOH) in Kenya, H.E Kuti, Chair of the Council of Governors (COG) Health Committee and Governor of Isiolo County, and Siddharth Chatterjee, UN Resident Coordinator to Kenya, the SDGPP Governance and Coordination structures have been enhanced, implementation accelerated, and resource and partnership base expanded. In consultation with of all partners.

In line with the SDGPP PHC Window strategic plan, key milestones have been reached since inception towards the following three sub-outcomes:

1. Enhanced institutional, organizational, and staff capacities at national and county government to advance public private collaboration and innovation for PHC.
2. Innovative financing mechanisms advanced in support of Kenya's domestic resource mobilization agenda for Health.
3. Innovative solutions and partnerships catalysed to strengthen PHC delivery

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the Chief Administrative Secretary for Health, and in close consultation of the SDGPP Lead for PHC, the UNV will support the MOH in the following:

- Systematic review and analysis
- Conduct systematic review and analyses to generate insights on key topics and areas of interest for the Ministry of Health Executive Office (eg Local manufacturing of pharmaceuticals and medical supplies .Supply Chain Management, Human

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Resources for Health)

- Prepare abstracts and presentations for key stakeholders.
- Provide coordination support to the Ministry of Health Executive Office
- Organize and prepare for meetings with partners; manage information and documentation to support the process from the preparation of draft materials to the compilation and production of final agendas and background materials.
- Maintain and monitor a list of Committee partnership action items (i.e. correspondence, reports, agreements, etc.).

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

- Monthly progress reports and a final report describing implementation status of the UNV annual workplan and progress in meeting its milestones and targets as per the roles and responsibilities spelled out within this DOA
- 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

- Degree in public health is required.
- A specialization or master's degree is an asset

Required experience 24 months

Experience Remark

- At least 2 years of relevant working experience working in the health sector Experience in coordinating Government of Kenya processes an asset Critical Thinking
- A high level of mathematical ability and technical skills and experience with SQL, XML, Javascript, R, Python, SAS, Microsoft Suite and Adobe Suite of Programmes
- Analytical skills across the spectrum of research, data collection, organization, visualization, assimilation, patterns identification, drawing logical conclusions and finding solutions
- Problem-solving
- Methodical and logical approach to tasks assigned Ability to plan and work independently to meet deadlines Accuracy and attention to detail
- Professional presentation and ability to interact with senior-leadership

Language

- English (Mandatory) , Level - Fluent

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Area of Expertise

- Public health Mandatory
- Healthcare administration Mandatory
- Software and applications development and analysis Mandatory

Area of Expertise Requirement

- high level of mathematical ability and technical skills and experience with SQL, XML, Javascript, R, Python, SAS, Microsoft Suite and Adobe Suite of Programmes

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- 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 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

KENR001931-10222

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: 16 August 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTkzMQ==>

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.