

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001934--Communication 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	International 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

Communication officer

Organizational Context & Project Description

The UN 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. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Ecosystems Division works with international and national partners, providing technical assistance and capacity development for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

UNEA 5

The first session of UNEA-5 (UNEA-5.1) was held online on 22-23 February 2021 with a revised and streamlined agenda that focused on urgent and procedural decisions. UNEA-5.1 was prepared at the fifth meeting of the Open-Ended Meeting of the Committee of Permanent Representatives, which was organized online on 15-16 February 2021.

Substantive matters that require in-depth negotiations will be deferred to a resumed in-person session of UNEA-5 on 28 February – 2 March 2022 (UNEA-5.2). UNEA-5.2 will be followed by a Special Session of the UN Environment Assembly (UNEA-SS), to be held 3-4 March 2022, which will be devoted to commemorating of the 50th anniversary of the creation of UNEP in 1972.

UNEA-5 is an opportunity for Member States to share best practices for sustainability. It will create a momentum for governments to build back better after the COVID-19 pandemic through green and sustainable recovery plans

Objective of Assignment:

This role is required in the Ecosystem Division to support the Director's Office to assist in the organization and production of briefing notes and UNEA-5.2 side events with the objective to increase advocacy outputs, impacts, and ensuring a common narrative. This would be until March 2022 contract full-time from October 2021 until March 2022.

Sustainable Development Goals

4. Quality Education

Task description

Within the delegated authority and under the supervision of the Chief, Youth, Education and Advocacy Unit or his/her designated mandated representative(s), the UN Volunteer will work on:

Providing support in developing clear, concise, and descriptive communication materials that convey to the Division's content to and for senior management in raising the organization's profile on nature, biodiversity and the ecosystems in general. 80% of time

- Prepare and review speaking points/briefing notes/speeches at short notice: Analytical review, development and/or compiling of speaking points/briefing notes/speeches, etc. for the Division Director to Senior Management, working with the technical and policy experts in the Branches on the different priority themes, to ensure that the messaging is clear and in line with the Division and UNEP's overall priorities;
- Participate in the Division's Communication Focal Point Group: Work with the Group to identify key events and moments for advocacy and communication activities, ensuring that the Director has readily available highlights that enhance the visibility of the Division's lead role within the context of the organisation's goals and priorities as outlined in the Medium-Term Strategy as well as other initiatives with high visibility on issues such as the UN Decade on Ecosystems restoration, Marine Litter and other key agendas for the division.

Advocacy support across the division at key moments, with a focus on UNEA Side Events Process (20% of time):

- Support the submission and selection of side events from Member States, UN entities, representatives from the Multilateral Environmental Agreements (MEA's), accredited major groups and stakeholders, and UN Environment Programme Regional Offices and Divisions

UNEA 5.2 Side Event Delivery:

- Support the delivery of side events / high level segments for UNEA (in collaboration with others) and working through what other demands are needed

Support other tasks as required:

- Support the team on key projects as when / required.

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

The UNV is expected to deliver the following outputs;

- Talking points and briefs as required from the organisation for senior management and high-level strategic activities and events, duly organized and filed in the database.
- Support the process for submission and selection of UNEA events which would ensure that the right events aligned to the right outcomes are in place
- Support the delivery of side events at UNEA that are a blend of digital / offline moments
- Advocacy materials: content to support key advocacy moments such as UNEA within the Division.
- 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 Master degree or equivalent

Education - Additional Comments

Master's degree in communication international relations, political science, or related field.

Required experience 60 months

Experience Remark

Minimum five years of work experience in communication or related fields. Experience in preparing communication and advocacy related materials in an international organizational setting is desirable. Knowledge and expertise in high-level environment and sustainable development issues is an asset

Language

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- English (Mandatory) , Level - Fluent

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Communication
- Creativity
- Planning and Organizing
- Professionalism

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN 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 can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/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>.

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

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

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.

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;

- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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

KENR001934-10219

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/S0VOUjAwMTkzNA==>**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.