

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001949--Communication for Development 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 Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Expected Starting Date	Immediate
Duty Station	Kisumu [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.

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 for Development Officer

Organizational Context & Project Description

The C4D Officer will work closely with the Communication for Development Specialist at Nairobi level, in the provision of behaviour change communication technical support to UNICEF Outcomes and implementing partners including line ministries, International/Local Non-Governmental Organization working in Kenya. Specifically, the staff member will be under day to day supervision of UNICEF's Chief of Field Office and the Health Specialist.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the direct supervision of **Communication for Development Specialist (Health) and Communication for Development Manager**, the UN Volunteer will undertake the following tasks:

1. Participates in and contributes to the county level community engagement and participation planning, communication strategy development, social and community mapping; Assist C4D specialist in coordination county level assessments and studies related to C4D. Under the guidance of the Chief of field Office and in close collaboration with field programme section staff, establish C4D Rolling Work Plan, identify and articulate C4D specialist technical support needs to complement county level GoK/UNICEF programme implementation and provision of required support.
2. Participate and assist in the planning, coordination and execution of development of context specific SBCC materials, assists in formative research, material development, pre-testing and production of culturally relevant communication materials, its monitoring at the county/community level to ensure effective and efficient programme delivery, including facilitating behavior change, where necessary.
3. Works closely with and provides technical support to County, Sub County, and GoK/UNICEF programme partners in implementation of community engagement and participation. Plan, coordinate and participate in C4D/community level capacity building training and workshops. Assists in organizing and generates community engagement for community participation.
4. Conducts mapping of C4D partners/stakeholders at the county and community levels, establishes network and coordination among stakeholders, key partners and community groups that contribute to meaningful community engagement and participation.
5. Contributes and assist community level program monitoring tool development, conduct regular supportive supervision for community engagement and participation, support ensuring of program uptake is on the right truck; Produce and share all monitoring report for action and provide feedback on the way forward/recommendations.
6. Contributes and compiles county level program report writing and preparation. Reviews the allocation and disbursement of programme fund, ensures monitoring of funds and its timely liquidation. Drafts articles, human interest stories and other advocacy/information materials as appropriate. Establishes/maintain all C4D/program related documentation.
7. Any other duty assigned by the C4D Manager/C4D Specialist and Chief of Field Office

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

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encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

Contribute to the overall goal of the new GoK/UNICEF Country Programme 2018-2022

- 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

University degree in Environmental/Public Health, Health Communication, Social Sciences, or any other relevant field of discipline.

Required experience 24 months

Experience Remark

- : At least 2 years' experience in the areas of communication for development planning, media and material development, preferably in the area of communication for the Immunization and outbreak response programme.
- Knowledge and familiarity with UNICEF work.
- Previous experience supporting the health sector in communication for development related areas
- Ability to research, analyze and synthesize information is an asset
- Excellent written and verbal communication skills
- Excellent planning and organizational skills.
- Familiarity with UNICEF and Communication for Development Programming
- Previous work experience in counties covered by Kisumu Zonal Office is considered an asset
- Ability to provide quality technical support, with minimum supervision and to meet tight deadlines.
- Ability to work with government counterpart at national, county and subcounty level

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Communication for development planning, media and material development, preferably in the area of communication for the Immunization and outbreak response programme.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Communication
- Knowledge Sharing
- Professionalism
- 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.

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.

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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

KENR001949-10490

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' at <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 for to which you would like to apply.

Application deadline: **17 September 2021**

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doa.apply_url

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTk0OQ==>

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.

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