

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001951--Project Support 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 Development Programme
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

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 Project Support Officer

Organizational Context & Project Description

The United Nations Development Programme (UNDP) in collaboration with the Ministry of Interior and Coordination of National Government implements the project, 'Transcending Foundations of Peace and Security for Inclusive and Sustainable Development in Kenya'. The Programme outputs focuses on the following areas: 1) Policies, legal and regulatory frameworks for peacebuilding, conflict prevention, cohesion, community security and prevention of violent extremism (PVE) formulated, reviewed and implemented at national and county levels; 2) Capacities for peace architecture at national and county levels for sustainable peace, inclusion, cohesion, integration, community security and PVE strengthened and coordinated; 3) Inclusion and participation of youth, persons with disabilities (PWDs), Women and other marginalized groups in peace and security interventions strengthened; and 4) Collaborative partnerships to prevent incidences of violence at community, county and national levels strengthened.

The Programme objective is to address immediate and underlying drivers of conflict, including poverty and inequality, youth unemployment and vulnerability, exploitation of ethnic difference, inequitable distribution of scarce environmental goods, environmental degradation and adverse effects of climate change, socioeconomic exclusion and marginalization, limited engagement of women in conflict transformation, and proliferation of small arms. The Programme will strengthen partnership with state and non-state actors, learning institutions and innovators, private sector, United Nations agencies, development partners and regional organisations. The Programme has strategic alignment to national development priorities as outlined in Kenya Vision 2030, the Medium-Term Plan (MTP) III, and the Big Four Government development agenda. Also aligned to the United Nations Development Assistance Framework (UNDAF) / United Nations Sustainable Development Cooperation Framework (UNSDCF) and Country Programme Document (CPD).

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Programme Officer or his/her designated mandated representative(s), the UNV Project Officer will:

- Assist the programme team in matters concerning the design, execution, monitoring and evaluation of Peace Building, Prevention of Violent Extremism and cross border related interventions.
- Assist in ensuring a close working relationship with Implementing partners.
- Assist in organizing of activities of the programme at national and County levels.
- Coordinating the necessary backup support to cluster coordinators and field monitors for proper execution of activities.
- Maintaining up to date database and reports on peace building and small arms control.
- Furnish the Programme team on the administrative updates of the programme implementation.
- Support preparation and implementation of the programme Workplan focusing on achievement of results.
- Proper control of supporting documents for request and payment of programme activities.
- Provision of technical and logistical support to missions, meetings and workshops of the programme.
- Act upon and follow up on pipeline assignment with partner agencies particularly in timely submission of documents.
- Preparing proposals for funding in support of peace building, PVE and cross border initiatives.
- Perform any other relevant duties as may be assigned by the supervisor.

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 UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

- Mechanism for local coordination and assessments in place.
- Information management mechanisms established and training of actors
- A work schedule and collaborative mechanism with Implementing partners developed and operational.
- Contributions to knowledge networks and communities of practice increased.
- 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 sociology, development studies, international relations and other relevant fields. A Master's degree would be an added advantage.

Required experience 24 months

Experience Remark

- At least two years of professional work experience on programme implementation
- Working in the UN is an added advantage.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement**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.

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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

KENR001951-10489

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

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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**

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTk1MQ==>

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.