UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001589--Information Management Specialist

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             | National University Volunteer |
| Number of Volunteer            | 1           |
| Duration                       | 6 months    |
| Expected Starting Date         | Immediate   |
| Duty Station                   | Nairobi [KEN] |
| Assignment Place               | Family Duty Station |
| Assignment Place Remark        |             |

- University Volunteers assignments are always without family

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 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

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UN Environment 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.

This assignment is located in UN Environment’s Corporate Services Division at the Nairobi duty station.

The Enterprise Solutions Section of UN Environment’s Corporate Services Division is mandated to enable efficient UN Environment programme delivery through the use of ICT standards, solutions and overall business process automation supporting UN Environment’s programme of work. It undertakes a wide range of services, activities and projects. It works closely with clients throughout the project life cycle to tailor the services to their needs ensuring that the solution meets the required objectives from a specification, resource and time perspective.

One of the projects currently being undertaken is the enhancement of the organisations social intranet (“weCollaborate”), which is built on Atlassian’s Confluence software. The aim is to position the intranet as the premier knowledge, collaboration, networking and process management hub of the organisation.

Sustainable Development Goals

1. No poverty

Task description

Under the direct supervision of a Programme Officer in Enterprise Solutions Section/UN Environment’s Corporate Services Division, the UN Volunteer will take the following tasks

1. Technical Support

- Provides basic technical support on relevant hardware and software systems applications in assigned area.
- Installs application systems software and hardware according to specifications.
• Assists with basic support in the planning, specification, design, development, implementation and maintenance of customized application software systems;
• Assists with the support on software development matters;
• Assists the maintainance and updates files and internal databases.
• Assists in routine administration, operation, technical support, and monitoring of server systems.
• Assists with the diagnosis and resolves any hardware, software, or connectivity problem with minimum delay

2. Knowledge Acquisition

• Keeps abreast of developments in technology both in the UN and in the industry in general.

3. Other duties

• Perform other tasks as 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/website, 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

• Evidence of technical support provided.

• 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
Technical/Vocational diploma

Education - Additional Comments
• Currently studying or completion of entry level university degree or diploma in Information
Management, Information Tecnology, Information Systems, or similar related field

Required experience
0 months

Experience Remark

- Experience in Intranets is desirable.

Language Skills

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

Area of Expertise

- IT architecture and IT project management Mandatory
- Hardware and systems maintenance, operation and administration Mandatory
- Other information and telecommunications technology experience Mandatory

Area of Expertise Requirement

- Strong organizational skills, high level of attention to detail, and ability to handle multiple tasks under tight deadlines are essential.
- Strong verbal and written communication skills are required.

Need Driving Licence
No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- 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:

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 as well as final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, the applicable 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

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.

**Application Code**
KENR001589-4581

**Application procedure**

**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.