UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001699--Database Application Assistant

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 Youth
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: Immediate
Duty Station: Nairobi (KEN)
Assignment Place: Family Duty Station
Assignment Place Remark: Youth 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 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**  Database Application Assistant

**Organizational Context & Project Description**

UN Environment Programme (UN Environment) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. 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. This assignment is located in the UN Environment’s Corporate Services Division, at the Nairobi duty station. The Enterprise Solutions Unit in the of Corporate Services Division is mandated to enable efficient programme delivery through the use of ICT standards, solution and overall business process automation supporting the organization’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.

**Sustainable Development Goals**  17. Partnerships For the Goals

**Task description**

Under the direct supervision an Officer in the section, the UN Youth Volunteer will be part of a team implementing a new database application to track the progress of UN Environment Assembly (UNEA) Resolutions; and working on improvements to the Programme Information and Management System (PIMS). The specific tasks of the UN Youth Volunteer include the following:

1. Data migration and statistics

   - Assist in the migration of data from various relevant existing sources to the newly developed UNEA Resolutions database application; and the enhanced PIMS.
   - Ensure the quality of the data before migrating.
• Produce regular easy to read and appealing reports and statistics on data status and application usage.
• Perform other data related tasks as required.

2. Documentation
• Together with the programmer of the database application, produce relevant systems related documentation.
• Draft, write and produce other standard application documentations, such as user manual or guidelines, minutes of meetings.
• Perform other documentation related tasks as required.

3. Outreach, training and user support:
• Conduct outreach sessions to introduce the UNEA Resolutions tracking database application to the various stakeholders, including member states representatives who are expected to use the application.
• Conduct hands-on training sessions for registered users of the application on how to use the system.
• Design, implement, and maintain a Jira-based user support ticketing system for handling user support or requests.
• Responding on timely basis issues or requests submitted by users, either through the online ticketing system or other means (email, phone call, visit).
• Design and produce relevant outreach or awareness materials, including e-flyers, and simple video clips.
• Perform other training and support related 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/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
• Data from various existing source are migrated to the new UNEA Resolutions tracking database application and PIMS in timely manner with high quality results.
• Relevant systems documentation of the UNEA Resolutions tracking database application and PIMS are produced timely and with high quality results.
• Outreach materials are produced timely and with high quality results; outreach and training sessions are conducted regularly as well as on ad-hoc basis as required; a Jira-based online ticketing user support system developed; and users of the UNEA Resolutions tracking database application and PIMS are supported timely and with high user satisfaction.

• 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

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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>• A first level university (Bachelors’) degree in any field with good to excellent passing marks.</td>
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<td>Required experience</td>
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<td>Experience Remark</td>
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<td>• 0 - 2 years of professional work experience at the national and/or international level in client support, training and outreach work.</td>
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<td>• Experience in client support and training of information systems will be given preference.</td>
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<td>• Experience in using Microsoft Office 365 tools such as Outlook, Forms, Teams, SharePoint.</td>
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<td>Language</td>
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<td>• English (Mandatory), Level - Fluent</td>
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<td>Area of Expertise</td>
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<td>• Database design, administration and maintenance Mandatory</td>
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<td>Area of Expertise Requirement</td>
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<td>Data management</td>
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<td>Client Orientation</td>
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<td>Need Driving Licence</td>
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<td>Competencies &amp; Values</td>
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<td>• Accountability</td>
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<td>• Adaptability and Flexibility</td>
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<td>• Building Trust</td>
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Conditions of Service and other information

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) and final repatriation (if applicable).

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

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.

Application Code
KENR001699-6634

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 to which you would like to apply.

Application deadline: 22-03-2020

17 Mar 2020
doa.apply_url
https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTY5OQ==

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.