
Informations générales

<table>
<thead>
<tr>
<th>Pays d’Affectation</th>
<th>Kenya</th>
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<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Environment Programme</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>National Youth</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
</tr>
<tr>
<td>Date présumée du début d’affectation</td>
<td>Immédiate</td>
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<tr>
<td>Lieu d’Affectation</td>
<td>Nairobi [KEN]</td>
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Lieu d’Affectation avec Famille
always without family

Remarque sur le lieu d’affectation
Youth Volunteers assignments are

Conditions de vie

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.

**Détails sur l'Affectation**

<table>
<thead>
<tr>
<th>Titre de l'Affectation</th>
<th>Database Application Assistant</th>
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<tr>
<td>Contexte organisationnel &amp; description du projet</td>
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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.

<table>
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<tr>
<th>Objectifs de développement durable</th>
<th>17. Partnerships For the Goals</th>
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<tbody>
<tr>
<td>Description de l'action</td>
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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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
- Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
- Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
- Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
- Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
- Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus
- 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 / Exigences

<table>
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<tr>
<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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Niveau de qualifications - autres commentaires

- A first level university (Bachelors’) degree in any field with good to excellent passing marks.

Expérience Requise

0 mois

Remarques sur l'Expérience

- 0 - 2 years of professional work experience at the national and/or international level in client support, training and outreach work.
- Experience in client support and training of information systems will be given preference.
- Experience in using Microsoft Office 365 tools such as Outlook, Forms, Teams, SharePoint.

Linguistiques

- English (Mandatory), Niveau - Fluent

Domaine d'expertise

- Database design, administration and maintenance Obligatoire

Domaine d'expertise requis

Data management

Client Orientation

Permis de Conduire exigé

Non
Conditions de service et autres informations

Conditions de 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) 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.

Code d'application: 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

https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTY5OQ==

Avertissement

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.