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: 12 months
Expected Starting Date: Immediate
Duty Station: Nairobi [KEN]
Assignment Place: Family Duty Station
Assignment Place Remark: Family assignment

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 seven administrative provinces plus the Nairobi Area. Provinces are further divided into districts. Kenya is a multi-party state with Executive, Legislative, and Judicial branches.

Kenya's population of more than 39 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 a rate of 0.1% annually. More than 26% of Kenya's people live below the international poverty line of $1 per day.
main food crops are “maize, wheat, pulses, roots and tubers.” (FAO) The normal “lean season” is in June and July.

Nairobi is a modern metropolitan city where most basic goods and services are available locally at cost. 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.

Kenya provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title
UN Coordination Officer

Organizational Context & Project Description


PME team consists of the Chief PME (Head of section), Research and Evaluation Specialist, Monitoring Officer, Budgets Officer, and Programme Assistant.

Unicef-KCO is the Secretariat and lead agency for coordinating the work related with SRA-2 within UNDAF, which needs to be strengthened significantly going forward in terms of coordination and collaboration with the SRA-2 agencies. Also, the section is supposed to contribute significantly to “Evaluation” work which entails strengthening the evaluation systems and processes within the office and working with the Government and the Evaluation Society to strengthen the national evaluation capacities in Kenya.

The objective of hiring the National UNV is to provide technical support to PME and the CO on (a) coordination and collaboration with SRA-2 UN Agencies and Government partners, and (b) strengthening the evaluation systems and processes within the office and working with the Government and the Evaluation Society to strengthen the national evaluation capacities in Kenya (c) support additional activities relating to quality assurance, Results Based Management and planning and monitoring

Sustainable Development Goals

17. Partnerships For the Goals
Task description

Within the delegated authority and under the supervision of Chief-Planning, Monitoring, and Evaluation or his/her designated mandated representative(s), the UN Volunteer (Monitoring Officer) will:

- **Coordination and collaboration with SRA-2 UN Agencies and Government partners:** the UNV is expected to provide technical support to Outcome leads/participating agencies, Government departments for UNDAF SRA-2 in formulation and development of the Joint Work Plans, UNINFO-Planning/Reporting, Developing and maintaining an up to date list of focal points from all the participating UN agencies and Government Ministries/Departments, organizing SRA-2 meetings and maintaining records, and meeting the requirements of the to RCO from UNICEF in a timely manner maintaining quality in all aspects of planning and reporting.

- **Coordination of the Evaluation work within and outside the organization:** the UNV will extend technical support and contribute significantly to “Evaluation” work being undertaken by the KCO which entails strengthening the evaluation systems and processes within the office and working with the Government and the Evaluation Society to strengthen the national evaluation capacities in Kenya.

- Support additional activities relating to quality assurance, Results Based Management and planning and monitoring, as per the PME Action Plan 2020-2021

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 UNICEF-PME team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, for achieving:
  - Outcome 5 – Country Programme is efficiently designed, coordinated, managed, and supported to meet quality programming standards in achieving results for children
  - Programme Effectiveness: Output 5.3 - Staff and partners are provided guidance tools and resources to effectively plan and monitor programmes

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-)governmental counterpart, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and
Required Degree Level
Master degree or equivalent

Education - Additional Comments

- Advanced higher degree (Master’s or equivalent) in programme management, social sciences, business administration, management, statistics, or related fields. or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience
24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in working with UN agencies and/or the government, with an understanding of the UNDAF coordination /reporting and coordinating Evaluation related work. Experience in programme planning and reporting at national and/or international setting desirable
- Excellent technical capacities (proven by 2 or more years of relevant work experience) in strategic planning and monitoring, coordination of UNDAF, Results Based Management & specifically in Design and use of Evaluations. This should include demonstrable experience in succinct and results focused report writing and experience in humanitarian programming.
- 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;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in working for children, volunteerism as a mechanism for durable development, and the UN System.
Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Development programme management Mandatory
- Resource mobilization, partnership and donor coordination Mandatory
- Monitoring and evaluation Mandatory

Condition of Service
- Click here to view Conditions of Service

Need Driving Licence
- No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- 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

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.

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**

KENR001700-6382

**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: 29 February 2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTcwMA==

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.