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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Kenya</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Office for Coordination of Humanitarian Affairs</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-06-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Nairobi [KEN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighboring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has forty-seven counties including the Nairobi Area. 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. Kenya’s main food crops are maize, wheat, pulses, roots and tubers. The normal “lean season” is in June and July. Severe drought in 1999-2000 led to decreased agricultural production, and according to the Food and Agriculture Organization of the United Nations, “seriously undermined the food security of 4.4 million people, particularly in pastoral areas.
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 United Nations Human Settlements Programme and the United Nations Environment Programme.

Assignment Details

Assignment Title
Humanitarian Affairs Officer

Organizational Context & Project Description

Established in 1991, under General Assembly resolution 16/182, UNOCHA coordinates humanitarian action to ensure crisis-affected people receive the assistance and protection they need. It works to overcome obstacles that impeded humanitarian assistance from reaching people affected by crises, and it provides leadership in mobilizing assistance and resources on behalf of the humanitarian system.

This UNV assignment is in OCHA’s Regional Office for Southern and Eastern Africa (ROSEA) based in Nairobi, Kenya. The Office supports humanitarian preparedness and response in 25 countries in the region through three core activities: Emergency Preparedness and Response coordination; Information Management and Communications. The UN Volunteer will join the Emergency Preparedness and Response team (EPR).

Sustainable Development Goals
17. Partnerships For the Goals

Task description

Under the direct supervision of Humanitarian Affairs Officer, the UN Volunteer will undertake the following tasks:

- Support the consolidation and standardization of EPR training materials such as Civil/Military guidelines; centrality of protection and humanitarian access; humanitarian coordination mechanisms; cash and other humanitarian response modalities; guidelines on Central Emergency Response Fund (CERF) etc.
- Follow developments in countries assigned by the supervisor and draft regular updates on issues of concern and preparedness and response requirements;
- Provide support including through surge missions to country teams in assigned countries
- Support the development of EPR Standard Operating Procedures (SoPs) to ensure a set of quality and predictable EPR tools and services

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

- Training materials are standardized and easily accessible to the EPR team to facilitate their work
- Standard Operating Procedures (SOPs) developed to facilitate predictable and timely EPR support to country teams across the region
- Assigned countries well supported

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Bachelor’s degree in Social Science, Law or a relevant area.</td>
</tr>
<tr>
<td>Required experience</td>
<td>24 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>• Professional work experience at the national and/or international level in humanitarian/emergency response, international development, public diplomacy, or other relevant pro grammes;</td>
</tr>
<tr>
<td></td>
<td>• Drafting, formulation, reporting skills</td>
</tr>
</tbody>
</table>

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Other development programme/project experience Mandatory

Need Driving Licence

- No

Competencies & Values

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Conditions of Service and other information

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.
For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**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 KENR001705-6462

Application procedure

Prerequisites

This assignment is funded by the Government of Korea, only Korean nationals who have not yet served as a UN Volunteer specialist funded by Korea are eligible to apply. Former UN Youth Volunteers and UN University Volunteers are eligible to apply.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews are scheduled to be conducted by the UN Host Entity between 14 April and 8 May. Usually these interviews are competency-based.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

Application deadline: 22 March 2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTcwNQ==

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.