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-Habitat</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</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>

UN Youth Volunteer assignments are always without family

**Living Conditions**

The city is at a high altitude, with sunny days and cooler nights. There is a short rainy season before Christmas, and longer rains fall from March to May. November to February is generally warm. No need for central heating, however warm clothes are necessary during the rainy season.

There are several transportation options in Nairobi, including taxis, buses, mini-buses, and mobile applications for transport. Public healthcare in Nairobi is generally subpar, but there are private healthcare options that are of better quality.

The city is widely connected through 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 UN HABITAT and UNEP, and as the UN Regional Hub for the East and Horn of Africa region.

Security can be an issue in Nairobi, with incidents of car-jacking and theft happening infrequently. Safety and security in Nairobi varies depending on different neighborhoods, and it is important to become familiarized with safety recommendations for the city. Telecommunication system in Nairobi is excellent. Internet access is reliable. There are power cuts, however most of the shared compounds have generators.

Kenyans are wonderfully friendly and tolerant to visitors. English is the first language spoken here, though most Kenyans are
Assignment Details

Assignment Title: Junior Officer, Sustainable Urbanization

Organizational Context & Project Description

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. This position is located in UN-Habitat’s global headquarters in Nairobi, Kenya.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Under the direct supervision of the Chief, Youth and Livelihoods Unit, and in coordination with the UN-Habitat Project Coordination Office for Countries of the CIS, the UN Volunteer will undertake the following tasks:

- Carries out research on issues related to sustainable urbanization in the CIS sub-region, and globally as required. This can include collecting, analysing and presenting statistical data and other information gathered from diverse sources.
- Supports advocacy initiatives on youth in the CIS region, including their engagement in Regional and National Urban Forums, and future engagement in the 11th session of the World Urban Forum (to be held in Poland in 2022).
- Provides support the ongoing partnerships with the Russian Youth Council, including generation of interest and production of a State of Russian Youth in Cities Report.
- Support the coordination and participates in survey initiatives; assists in the development of data collection tools, reviews, analyses and interprets responses, supports the identification of problems/issues and prepares preliminary conclusions, including a youth perspective in ongoing programmes in the CIS sub-region.
- Assists in the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Assists in administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Participates in field missions and support of local programmes in Nairobi and the CIS sub-region, as required
- Supports coordination of activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, budget, etc.).
- Support on preparation for the Projects’ meetings (collect inputs, address comments, etc).

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

Contributes to UN-Habitat’s increased youth programming and engagement in the CIS sub-region.

4 Mar 2020
Assists in well researched and sound analysis of issues and developments related to urban sustainability. Provides thorough, well-reasoned written contributions effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

- 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 or Equivalent in fields of Urban Planning, Gender and/or Youth Development, political science, with a strong focus on sustainable urbanization.</td>
</tr>
<tr>
<td>Required experience</td>
<td>0 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>Demonstrated interest and/or experience (up to 2 years) in urban sustainability, architecture, youth and/or gender studies, or political science. Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;</td>
</tr>
</tbody>
</table>
| Language | • English (Mandatory), Level - Fluent  
• AND - Russian (Optional), Level - Fluent  
• AND - Swahili (Optional), Level - Working Knowledge |
| Area of Expertise | • Other development programme/project experience Mandatory |
| Area of Expertise Requirement | |
| Learning Expectations | Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high. Learning elements for the UN Youth Volunteer include the development of: |
| | Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching. |
| | Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management. |
| | Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation. |
| | Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel. |
| Need Driving Licence | No |
| Competencies & Values | |
Conditions of Service and other information

Condition 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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,321. The VLA base rate is a global rate, while the PAM is 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

- Adaptability and Flexibility
- Client Orientation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams
also 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 the final repatriation travel (if applicable). A 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  KENR001712-6512

Application procedure

Prerequisites

This assignment is funded by the Government of the Russian Federation, therefore only Russian nationals are eligible to apply.

This is a UN Youth Volunteer assignment and eligible candidates must be below 29 years of age throughout the assignment.

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 will be conducted by the UN Host Entity in April. Usually these interviews are competency-based and held via skype or telephone.

Selected candidates will be invited to an assignment preparation training, 26-29 May.

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: 18 March 2020

doa.apply_url  https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTcxMg==

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.