UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001714--Regional Programme Assistant


Informations générales

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<thead>
<tr>
<th>Pays d'Affectation</th>
<th>Kenya</th>
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</thead>
<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>International Maritime Organization</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>National Specialist</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</td>
<td>Immédiate</td>
</tr>
<tr>
<td>Lieu d'Affectation</td>
<td>Nairobi [KEN]</td>
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<tr>
<td>Lieu d'Affectation avec Famille</td>
<td>Family Assignment</td>
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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

Titre de l'Affectation  
Regional Programme Assistant

Contexte organisationnel & description du projet

This is a special project under IMO’s Subdivision for Maritime Security and Facilitation, Maritime Safety Division, to assist signatory States of the Djibouti Code of Conduct (the Code of Conduct concerning the Repression of Piracy and Armed Robbery against Ships in the Western Indian Ocean and the Gulf of Aden), as amended, by providing a framework for capacity building in the Gulf of Aden and Western Indian Ocean to combat the threat of piracy and other threats to safety and security of navigation.

Working under the immediate supervision of the Project Manager, Djibouti Code of Conduct, the incumbent will assist in the work of administering regional training activities, and with issues relating to capacity building to promote regional maritime security, in particular with regards to countering piracy and other unlawful activities at sea.

Objectifs de développement durable  
16. Peace, Justice and Strong Institutions

Description de l'action

Under the direct supervision of the Project Manager, Djibouti Code of Conduct, the UN Volunteer will undertake the following tasks:

- Provide administrative support for the implementation of IMO Counter Piracy Programme to implement the Jeddah Amendment to the Djibouti Code of Conduct (DCoC JA) concerning the repression of piracy and armed robbery against ships in the Western Indian Ocean and the Gulf of Aden;

- Assist in collating training needs of DCoC participating countries and ensuring that the training needs matrix is regularly updated on a country-by-country basis;
• Develop Training Materials and Presentations as directed by the Project Manager, Djibouti Code of Conduct;

• Assist the Djibouti Regional Training Centre (DRTC), in updating and maintaining the regional training database;

• Develop and maintain a joint regional training programme for the DRTC and other implementing partners;

• Maintain programme records, both online and hard copies, and Monitoring the Training Budget; and

• Perform other related duties, 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

• Improved efficiency in the administration of DCoC/JA led activities.
• Improved project reporting
• Efficient record keeping and file management.
• Improved support to DCoC signatory States including support for the work of DCoC working Groups.

• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

Domaine de qualification: Bachelor degree or equivalent
Niveau de qualifications - autres commentaires

- Field of Maritime Studies and social sciences
- Knowledge of maritime transport or Maritime security will be an added advantage.

Expérience Requise 24 mois

Remarques sur l’Expérience

- At least two years of professional experience in providing administrative support preferably in the area of training
- A good understanding of maritime security, piracy and armed robbery against ships and other unlawful activities at sea and in ports
- Excellent oral and written communication skills;
- Thoroughness and excellent attention to detail in all responsibilities, ensuring accuracy in delivering and implementation
- Administrative Experience and ability to coordinate training activities in a cross-cultural context.
- Demonstrated organizational skills.
- Excellent IT skills
- Excellent drafting, presentation and communication skills.

Linguistiques
- English (Mandatory), Niveau - Fluent

Domaine d’expertise
- Development programme/project administration Obligatoire

Domaine d’expertise requis

- Maritime background
- Experience in project administration

Permis de Conduire exigé Non

Compétences et Valeurs

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams
Conditions de service et autres informations

Conditions de 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.

**Code d'application**

KENR001714-6676

**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:** 01-04-2020

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTcxNA==

**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.