UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001717--Administrative Assistant

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>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Nairobi [KEN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Family Assignment

Living Conditions

The incumbent will find his/her own housing arrangements in Nairobi. Nairobi is a modern metropolitan city where most basic goods and services are available locally at reasonable cost. 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 is an issue in Nairobi, with incidents of car-jacking and theft not uncommon. 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 generally sufficient. Internet access is generally reliable. There are fairly frequent power cuts, however most of the shared compounds have generators. Water supply can also be an issue as Kenya often experiences drought. In these situations expats may need to supplement their water supply by buying in water tankers. Kenyans are wonderfully friendly and tolerant to visitors. English is the first language spoken here, though most Kenyans are trilingual, using tribal languages and Kiswahili.

Assignment Details

Assignment Title: Administrative Assistant

Organizational Context & Project Description

In Kenya, UNDP aims to address poverty, inequality and exclusion in an integrated and area based approach supporting communities and government to achieve sustainable and inclusive economic growth. UNDP Kenya acknowledges the Government of Kenya, our development partners, civil society, the private sector and implementing partners, that play a critical role in the transformational growth of our communities.

The Administrative Assistant will act as liaison between UNDP and the Kenya Government Departments, namely, Ministry of Foreign Affairs, Immigration Department, Kenya Revenue Authority and the Registrar of Motor Vehicles, handling documents and issues related to immigration, duty-free and tax provisions of the Host Country Agreement for UNDP, as well as its eligible staff members.

The Administrative Assistant promotes a collaborative, client-focused, quality and results-oriented approach consistent with UNDP regulations and rules and relevant host country statutes.

The Administrative Assistant works in close collaboration with the Operations teams in the country office, government counterparts and other resident and non-resident agencies to exchange information and ensure consistent and timely service delivery.

Sustainable Development Goals: 17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Finance and Operations Specialist or his/her designated mandated representative(s), the UNV Administrative Assistant will:

1. Act as liaison between UNDP and the Kenya Government departments. Build and sustain cordial
relationships with key officials in Government departments involved with the execution of immigration formalities, duty-free and tax exemption privileges according to the Host Country Agreement between UNDP and the Government of Kenya.

2. Provide regular briefs to CO Operations teams on immigration formalities, duty free and tax exemption privileges and ensures that the information is continuously updated to guide staff in completing relevant host country forms governing various privileges and exemptions.

3. Monitors status of documents submitted to government authorities to ensure efficient and timely provision of the following services

1. Notification of arrival and departure
2. Issuance/renewal of re-entry passes for staff and their dependants
3. Issuance/renewal of entry passes for non-Kenyan locally recruited staff
4. Issuance of Kenya entry visas for meeting participants
5. Extension of visitors passes for interns and consultants
6. Issuance/renewal of diplomatic identity cards
7. Issuance of Personal Identification Numbers
8. Approval of PRO 1A, 1B and 1C for VAT exemptions for all goods imported by UNDP into Kenya
9. Approval of VAT exemptions for staff, vendors and suppliers
10. Registration of new vehicles purchased for official and private use
11. Issuance/renewal of Kenyan road driving licenses for private vehicles of non-national staff and their dependants
12. Issuance and return of number plates
13. Transfer and disposal of vehicles
14. Monitor follow up with relevant government authorities so as to minimize delays in processing

4. Ensure coordination of actions and strict adherence to service deadlines.
5. Keeps abreast of changes in administrative rules, regulations and procedures; provides interpretation.

6. Maintain and ensure accuracy of the data stored in the electronic database and update the filing system, containing relevant information relating to staff/dependants, their entitlements and vehicles and ensure quick retrieval of required information.

7. Track the expiry dates of documents in conjunction with Operations teams so as to remind the relevant staff member to initiate action for renewal of the same in good time.

8. Any other related duties as may be assigned by superviso

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 UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

- 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

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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>University Degree in Business Administration or related field</td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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<td>Experience Remark</td>
<td>Minimum 2 years of relevant professional experience in the area of administration, protocol, logistics, diplomacy</td>
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<tr>
<td>Language</td>
<td>English (Mandatory), Level - Fluent</td>
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<tr>
<td>Area of Expertise</td>
<td>Administration and administrative assistance Mandatory</td>
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<tr>
<td>Area of Expertise Requirement</td>
<td>Administration, protocol, logistics, diplomacy</td>
</tr>
<tr>
<td>Need Driving Licence</td>
<td>No</td>
</tr>
</tbody>
</table>
Conditions of Service and other information

Condition of 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 (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  KENR001717-6633

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: 26-03-2020

doa.apply_url  https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTcxNw==

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.