Informations générales

<table>
<thead>
<tr>
<th>Pays d'Affectation</th>
<th>Kenya</th>
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<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>International 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>
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<tr>
<td>Lieu d'Affectation</td>
<td>Remarque sur le lieu d'affectation</td>
</tr>
<tr>
<td>Nairobi [KEN]</td>
<td>Family Assignment</td>
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<tr>
<td>Lieu d'Affectation avec Famille</td>
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Conditions de vie

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.

Détails sur l'Affectation

<table>
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<tr>
<th>Titre de l'Affectation</th>
<th>Communications Specialist</th>
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<tr>
<td>Contexe organisationnel &amp; description du projet</td>
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UNDP’s Regional Service Centre for Africa is based in Addis Ababa, Ethiopia. With additional offices in Dakar, Senegal and Nairobi, Kenya, it serves 45 Country Offices in sub-Saharan Africa, develops high quality knowledge and policy, and is the organisation’s main interface with regional and continental bodies such as the African Union and the Regional Economic Communities.

The Center also implements a continent-wide Regional Programme supporting Africa’s transformation agenda by:

1. enhancing inclusive and sustainable growth,
2. widening political participation and giving everyone a voice, and
3. developing responsive institutions which deliver desired services and promote inclusive processes of state-society dialogue.

The work builds on UNDP’s expertise in development thinking and practice, and decades of experience working at country level and globally.

Other areas of work led from the Centre on a regional and continent-wide basis include: preparation for the Sustainable Development Goals (SDGs), improving countries’ public finance management, mitigating the impact of HIV and AIDS, building capacity for disaster risk management and climate change mitigation and adaptation, enabling access to sustainable energy and sustainable use of natural resources, promoting gender equality and empowerment, and enhancing food security in the Sahel. The Centre also provides support to countries on aid and development effectiveness, South-South Cooperation.
Objectifs de développement 16. Peace, Justice and Strong Institutions
durable Description de l'action

Under the direct supervision of the Head of the Partnership and Thematic Advisory Unit. The UN Volunteer will undertake the following tasks:

Communication and advocacy

- Establish a communication strategy for the Borderlands Programme;
- Management of social media and other public information channels that are included to the Communication strategy for the Borderlands Programme;
- Design products/tools for external communication on the Borderlands Programme Initiation Plan and Regional Strategies;
- Identification of key advocacy messages, and develop an information kit on the work of Borderlands Lab;
- Prepare short stories on the work within borderlands, done by Borderlands Programme / Country Offices, and share them in different online platforms;
- Participate and support events or special occasions by covering the communication aspect of these events;
- Possibly provide support for country offices in their borderland project communication, through missions;
- Actively support in the development of an internal information sharing system for the Borderlands Lab Unit.
- Actively find new technologies/platforms that will support the communication on borderlands.

Programme Management and Support

- Provide support to strategic planning and development in the Borderlands Programme and contribute to ensuring visibility of the overall implementation of the regional and sub-regional projects;
- Assist in preparation of work plan, activities, targets, budget, standards for measuring progress and results;
- Support in drafting donor reports and other corporate reporting;
- Contribute to the assessment of programmes impact and assist in providing accurate monitoring of progress and results.

Knowledge Management

- Assist in knowledge extraction, analysis, documentation, codification of results/lessons learned, ensuring that knowledge sharing, and content management is in line with guidelines and performed using corporate tools;
- Support sharing of good practices between UNDP offices to increase the efficient implementation of projects and programmes;
• Access UNDP's worldwide and regional knowledge, best practices and lessons learned, distil best practices and ensure its dissemination for organizational and stakeholders learning and sharing;
• Actively support knowledge building and sharing.

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

• Visibility to the work of Borderland Programme is achieved through different public information channels
• Communication strategy established and managed effectively and efficiently
• Communication relations created with UNDP Country Offices working with Borderlands issues
• Successful usage of online based tools established and used in communication work
• Resource mobilization successfully supported through efficient advocacy and communication.
• New partnerships are established and maintained.

• 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 / Exigences

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Niveau de qualifications - autres commentaires</td>
<td>Master's degree in communications, media relations, journalism, publishing or related field</td>
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<tr>
<td>Expérience Requise</td>
<td>24 mois</td>
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Remarques sur l'Expérience

- At least 2 years of relevant experience at the national or international level in public relations, multimedia communications, journalism or advocacy
- Previous experience with a multilateral or international organization in Africa;
- Experience collaborating with a wide range of stakeholders, across agencies, government, NGOs, civil society, private sector, and others;
- Experience formulating strategic documents to guide communications, media, and publication plans;
- Proven knowledge and experience using social media for development messaging;
- Experience supporting and advising senior management and high-level officials through the development of talking points, speech writing, as well as high-level VIP visits and conferences is an advantage;
- Solid writing and editing skills, adaptable for different platforms and audiences, including web/social, corporate, local, regional and international media;
- Updated knowledge of trends and emerging platforms for effective content strategy, including knowledge of social media monitoring technology and social media measurement and listening tools;
- Knowledge of web-based social video and animation creator platforms an advantage;
- Technical knowledge of emerging innovative storytelling formats relevant to the development space, is an asset;
- Demonstrated ability to track and analyze performance and synthesize information into reports;

Linguistiques
- English (Mandatory) , Niveau - Fluent
- AND - French (Optional) , Niveau - Working Knowledge

Domaine d'expertise
- Journalism, mass media and broadcasting Obligatoire
- Public information and reporting Obligatoire

Domaine d'expertise requis
- public relations, multimedia communications, journalism or advocacy

Permis de Conduire exigé
- Non

Compétences et Valeurs
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
Conditions de service et autres informations

Conditions de service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

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$ 1,651. 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 procedure**

**Code d'application**
KENR001720-6660

**Application deadline:** 01-04-2020

**doa.apply_url**
https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTcyMA==

**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.