Informations générales

Pays d’Affectation  
Kenya

Agence/Institution hôte  
United Nations Environment Programme

Catégorie de volontaire  
International Specialist

Nombre de Volontaires  
1

Durée  
12 mois

Date présumée du début d’affectation  
Immédiate

Lieu d’Affectation  
Nairobi [KEN]

Lieu d’Affectation avec Famille  

Remarque sur le lieu d’affectation  
Family Assignment

Conditions de vie

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 is serves as the headquarters for both the United Nations Human Settlements Programme and the United Nations Environment Programme.

Détails sur l'Affectation

Titre de l'Affectation
Communications Specialist

Contexte organisationnel & description du projet

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UN Environment’s mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. The Human Resources Section provides key support to UNEP on all aspects of human resources management, inclusive of workforce planning and optimization of staffing resources. Emphasis is placed on client service delivery, knowledge management, strategic advisory services, as well as efficient and transparent recruitment, improved gender parity, organizational design principles, performance management and development of staff and support services.

Objectifs de développement durable

13. Climate Action

Description de l'action

Under the direct supervision of Chief, Human Resources Section, the UN Volunteer will undertake the following tasks:

- Research and prepare story ideas, ensuring a stream of new content for all Human Resources communications products.
- Create and upload content to UNEPs Intranet platform.
- Actively liaise within the Human Resources Section to ensure that colleagues are alerted to opportunities and key moments of communication campaigns.
- Write articles, interviews, and short pieces for circulars, email campaigns, and other internal communication pieces (e.g. press releases, publications, social media posts).
- Provide coordination in the execution of the Human Resources Section’s key events and activities, including those related to the training portfolio.
- Support training initiatives by providing presentations, facilitation of face-to-face or virtual training events and creation of job aids, fact sheets, how-to videos, and other learning products 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 activi-tés 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.
- Réfléchir à l’importance et la nature des actions volontaires qu’ils entreprennent, y compris leur par-ticipation 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

- Development of a monthly HR newsletter disseminated to the entire UNEP community
- Creation of a continuous stream of content for UNEP’s We Collaborate Intranet, Microsoft Teams and learning platforms;
- Increased visibility of the communication work around Human Resources achievements.
Qualifications / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires
Communications, marketing or related field is desired

Expérience Requise
24 mois

Remarques sur l’Expérience
- Demonstrated interest and/or experience (up to 2 years) in communications and/or client relations required;
- Strong client relation and communication skills to work with a range of colleagues and clients;
- Presentation and event management skills;
- Excellent communication abilities (oral and written);
- Willing to take on different tasks and responsibilities as required;
- Proficient in MS Office; familiarity with video and social collaboration software is a plus
- Strong attention to detail

Linguistiques
- English (Mandatory) , Niveau - Fluent

Domaine d’expertise
- Marketing and advertising Obligatoire
- Other communications related experience Obligatoire

Domaine d’expertise requis
Communication, outreach, marketing, client relations

Permis de Conduire exigé
Non

Compétencies et Valeurs
- Commitment and Motivation
- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions de service et autres informations

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

20 Aug 2020
Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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 (Roles and Responsibilities of Host Entities)**

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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Code d’application**

KENR001778-7619

**Application procedure**

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* 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: 03 September 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTc3OA==

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.*