UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
KENR001782--National Youth UN Volunteer in Environmental Governance Sub-programme

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 Environment Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<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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<tr>
<td>Assignment Place Remark</td>
<td>Youth Assignment is always without family</td>
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</tbody>
</table>

Living Conditions
For now until advised otherwise, telecommuting (work from home) due to COVID-19 pandemic lockdown.

Assignment Details

| Assignment Title | National Youth UN Volunteer in Environmental Governance Sub-programme |

Organizational Context & Project Description

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
The United Nations Nation Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, that promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and that serves as an authoritative advocate for the global environment. One of the core functions of UNEP is to promote the progressive development of environmental law, in line with its original mandate and its current programme of work. The Law Division leads the development and implementation of the UNEP Environmental Governance sub-programme, which promotes coherent, inclusive and sustainable environmental governance at the global, regional and national levels. The United Nations Volunteer will work in the Environmental Governance Sub-programme Coordination Unit of the Law Division and will work closely with the PDMU and other Branches and Units. The United Nations Volunteer will support the Global Environmental Governance Sub-Programme Coordinator in coordinating the environmental governance sub-programme.

**Sustainable Development Goals**

**17. Partnerships For the Goals**

**Task description**

Under the direct supervision of the Head of Environmental Governance Sub-programme the UN Volunteer will undertake the following tasks:

- Assists in the monitoring and reporting of the programme portfolio by updating, tracking and analyzing data both programmatic and financial related to /projects.
- Researches, compiles, analyses, summarizes, and presents basic information within the sub programme.
- Assist with the updating of the communication tools such as the sub-programme website.
- Prepares, maintains and updates files (electronic and paper) and internal databases Perform other duties as assigned.

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 UN Environment team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the UN Environment and its beneficiaries in the accomplishment of her/his functions, including:
  - The outputs will mainly consists in written inputs and draft documents, as well as in well maintained databases.
- 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**

**Required Degree Level**

Bachelor degree or equivalent

**Education - Additional Comments**

Bachelor degree in environment-related studies, statistics, national resource management economics, law, project management or other related field.
Required experience 0 months

Experience Remark

- Professional work experience at the national level in project management, project monitoring or environmental studies, or other relevant programmes; experience with working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills. Accuracy and professionalism in document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines
- Have affinity with or interest in programme analyses and reporting, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Development programme/project administration Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service Click here to view Conditions of Service

Conditions of Service:

3 Sep 2020

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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 ) and final repatriation (if applicable).

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 (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 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.

- 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).

Application Code

KENR001782-7685

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: 13-09-2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTc4Mg==

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.