

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001788--Application Development and Support

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

| | |
|-------------------------------|--------------------------------------|
| Country of Assignment | Kenya |
| Host Institute | United Nations Environment Programme |
| Volunteer Category | National Specialist |
| Number of Volunteer | 1 |
| Duration | 10 months |
| Expected Starting Date | Immediate |
| Duty Station | Nairobi [KEN] |
| Assignment Place | Family Duty Station |

Assignment Place Remark

Family Assignment

Living Conditions

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.

Assignment Details

Assignment Title

Application Development and Support

Organizational Context & Project Description

UN Environment Programme (UN Environment) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its 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. This assignment is located in the UN Environment's Corporate Services Division, at the Nairobi duty station. The Enterprise Solutions Unit in the of Corporate Services Division is mandated to enable efficient programme delivery through the use of ICT standards, solution and overall business process automation supporting the organization's programme of work. It undertakes a wide range of services, activities and projects. It works closely with clients throughout the project life cycle to tailor the services to their needs ensuring that the solution meets the required objectives from a specification, resource and time perspective.

Sustainable Development Goals

9. Industry, Innovation and Infrastructure

Task description

Under the direct supervision of an Officer in the section, the UN Youth Volunteer will be part of a team implementing an Evaluation Module for the monitoring and conducting of evaluations as part of the assessment of project performance within the project cycle (for the Evaluation Office); and developing a system for the Safeguard Risk Identification System (Policy and Programme Division). The specific tasks of the UN Youth Volunteer include the following:

1. Evaluation Module (Evaluations Office)

- Develop the Evaluation Module as per the requirements
- Ensure linkages to other UNEP-wide applications where required (PIMS, etc)
- Draft, write and produce other standard application documentations, such as user manual or guidelines.
- Support with data fixes and issue resolution (bugs) raised once system is launched.
- At the request of the Evaluation Office, liaise with other departments on technical issues related to the Module
- Perform other data related tasks as required.
- Perform other documentation related tasks as required.

2. Safeguard Risk Identification System (Policy and Programme Division)

- Develop the Safeguard Risk Identification website
- Ensure linkages to other UNEP-wide applications where required (PIMS, etc)
- Draft, write and produce other standard application documentations, such as user manual or guidelines, minutes of meetings.
- Review data migration requirements and perform the necessary actions to ensure data is complete and accurate.
- Support with data fixes and issue resolution (bugs) raised once system is launched.
- Perform other data related tasks as required.
- Perform other documentation related tasks as required.

3. Outreach, training and user support:

- Perform other training and support related tasks as required.

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

- A new web-based system for the Monitoring Evaluations System
 - Relevant systems documentation for the Evaluations System produced.
 - On-going support and system maintenance for any issues raised for the Evaluations System.
 - A new web-based system for the Safeguard Risk Identification system.
 - Relevant systems documentation for the Safeguard Risk Identification system produced.
- 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

- A first level university (Bachelors') degree in Computer Science; Information Technology & Communication, Web design and/or related area.

Required experience 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in dev-ops, client support, training and outreach work. Experience in the following development technologies: PHP and relevant frameworks, Javascript, MySQL databases, linux-based OS (CentOS, Debian) will be given preference.

Skills:

- 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;

Language:

English and French are the working languages of the United Nations Secretariat For this particular assignment, fluency in oral and written English is required.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

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

- Software and applications development and analysis Mandatory
- Other information and telecommunications technology experience Mandatory

Area of Expertise Requirement

Computer Science; Information Technology & Communication, Web design and/or related area.

development technologies: PHP and relevant frameworks, Javascript, MySQL databases, linux-based OS (CentOS, Debian)

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

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.

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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 (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 (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

KENR001788-7793

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:25-10-2020

doa.apply_url<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTc4OA==>**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.