

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001789--Programme 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

Country of Assignment	Kenya
Host Institute	United Nations Environment Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 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 Programme Assistant

Organizational Context & Project Description

The United Nations Environment Programme (UNEP) 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.

Established in 1972, the UNEP has among its main objectives to maintain the state of the global environment under continuous monitoring; to warn people and nations about problems and threats to the environment and to recommend measures to improve the quality of life of the population without compromising the environmental resources and services of future generations.

Headquartered in Nairobi, Kenya, UNEP has a network of regional offices to support environmental governance institutions and processes and, through this network, engages a broad range of partners from the governmental, non-governmental, academic and private partnerships around multilateral environmental agreements and sustainability programs and projects.

UNEP implements a portfolio of climate change mitigation projects in Africa funded by the Global Environment Facility (GEF). The projects are in thematic areas related to climate transparency, sustainable cities, electric mobility and energy efficiency. The projects are implemented in countries throughout Africa.

Sustainable Development Goals 13. Climate Action

Task description

Within the delegated authority and under the supervision of the UNEP Climate Change Mitigation Unit Task Manager for Africa or his/her designated mandated representative(s), the UNV Programme Assistant will be responsible for the following duties:

Project Design (concept phase):

- Verify Project Identification Forms (PIFs): grammar, spelling, acronyms, uniformity in presentation / formatting, consistency of information in tables and text, completeness of all required sections and ensure that all necessary corrections are incorporated.
- Upload PIFs and responses to GEF Sec reviews on the GEF Portal.
- Ensure all documents are properly archived in the Climate Mitigation Unit shared database, using the standard file naming convention.

Project Development (PPG phase):

- Assist the Task Manager and Administrative Officer in preparing Small Scale Funding agreements (SSFAs) / Terms of Reference for Project Preparation Grants (PPGs).
- Ensure the project developers have the latest templates to prepare the Chief Executive Officer (CEO) Endorsement Requests, including all required GEF and UNEP annexes / appendices.
- Verify CEO Endorsement Request and annexes: grammar, spelling, acronyms, uniformity in presentation / formatting, consistency of information in tables and text, completeness of all required sections and ensure that all necessary corrections are incorporated.
- Perform consistency checks on the information provided in the different interlinked CEO Endorsement Request annexes (i.e. Budget, Workplan, Procurement Plan and Terms of References).
- Upload CEO Endorsement Requests and responses to GEF Sec reviews on the GEF Portal.
- Support the Task Manager in coordinating with other UNEP units / teams, whenever needed.
- Ensure all documents are properly archived in the Climate Mitigation Unit shared database, using the standard file naming convention.

- Review PPG expenditure reports submitted by partners, whenever applicable.

Project Implementation:

- Assist the Task Manager and Administrative Officer in preparing Project Cooperation Agreements (PCAs) and/or Internal Cooperation Agreements (ICAs) as well as compiling the standard appendices for recently CEO endorsed GEF projects in the Africa portfolio.
- Track circulation of new project internalizations and all projects revisions for the Africa portfolio through UNEP clearance and approval process.
- Assist the Task Manager in reviewing agendas, terms of reference, presentations slides, participant lists and other documents prepared by the Executing Agencies for project inception workshops and steering committee meetings of the Africa portfolio.
- Assist the Task Manager and Administrative Officer in communicating / coordinating with Executing Agencies on timelines to submit all required UNEP/GEF reports as per the requirements of the PCA / ICA.
- Ensure the Executing Agencies use the right templates to meet these reporting requirements, and that all sections of the reports are duly completed.
- Support the Task Manager in reviewing the required GEF/UNEP reports submitted by the Executing Agencies from the Africa portfolio.
- Support the Task Manager in uploading the annual PIR information on the GEF Portal.
- Support the Task Manager in reviewing budget and workplan revisions for assigned projects from the Africa portfolio, and in providing guidance to the Executing Agencies as necessary for them to complete the documents correctly.
- Assist in the follow-up on outstanding financial and progress reports with the Executing Agencies.
- Support the Task Manager in coordinating with other UNEP units / teams, whenever needed.
- Ensure all project reports from the Africa portfolio are properly named and filed in the Climate Mitigation Unit shared database.
- File and archive by Component and Output all project deliverables developed / issued by the Executing Agencies from the Africa portfolio into the Climate Mitigation Unit shared database.
- Develop a tool/worksheet to track the submission, review and approval of all required GEF/UNEP reports of projects from the Africa portfolio, and keep the tracking tool up-to-date.

Project Evaluations and Closure:

- Assist in creating / populating the evaluation database / repository with relevant project information, reports, deliverables and documents.

General:

- Provide general administrative and coordination support to the Task Manager and the Administrative Officer.
- Maintain and keep up-to-date project folders / files.
- File and archive documentation and reports in the Climate Mitigation Unit shared database, following the standard file naming convention.
- Perform other related duties as assigned by the Task Manager.

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 UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:
- Project database and filing system maintained in line with standard filing / naming convention for the Africa portfolio.
- SSFAs for approved PPGs in the Africa portfolio are prepared.
- Progress reports, PIRs, expenditure report and co-finance reports of assigned projects in the Africa portfolio which are due to be completed within the duration of the UNV contract are finalized.
- PCAs / ICAs for CEO endorsed/approved GEF projects in the Africa portfolio are prepared.
- Executing agency partners receive timely guidance on completing UNEP/GEF reports.

All executing agencies receive responses to their queries within five working days

- 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's degree in environmental sciences, environmental policy, environmental engineering, natural resources management, natural sciences, physical sciences, economics or in a related field

Required experience 36 months

Experience Remark

- At least 3 years of relevant professional work experience at the national level; experience in assisting with project administration / coordination is an asset, as is experience 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;
- Ability to work effectively in a multicultural team of international and national personnel;
- Computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet;
- Self-motivated, ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in climate change related issues, volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Development programme/project administration Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning

- Communication
- Integrity
- Planning and Organizing
- 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:

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.

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.

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W. www.unv.org

We are inspiration in action

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

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

KENR001789-7795

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:04-10-2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTc4OQ==>

Disclaimer

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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.

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