

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001791--Project Officer

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

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|-------------------------------|--|
| Country of Assignment | Kenya |
| Host Institute | United Nations Educational, Scientific & Cultural Org. |
| Volunteer Category | National Specialist |
| Number of Volunteer | 1 |
| Duration | 12 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

Project Officer

Organizational Context & Project Description

The UNESCO Regional Office for Eastern Africa is implementing projects in water science ("Water Security in Turkana, Kenya") and Disaster Risk Reduction ("Strengthening Disaster Prevention Approaches in Eastern Africa"). The Project Officer will work under these projects.

The Water Science project aims to: provide sustainable access to adequate, clean and safe water; improve livelihoods; promote sanitation and personal hygiene of the target group. This project is expected to provide the following results for the community of Turkana:

- Improved access of the target communities to safe, sustainable, reliable and well-managed water facilities and consequent improvement of livelihood.
- Critical mass of experts/community leaders trained in aspects of safe, sustainable and reliable provision of water.
- Efficient operation of Eco-friendly-driven systems for lighting and pumping water in the target communities.

The project on Disaster Risk Reduction aims to support the development and integration of science-evidenced measures such as artificial intelligent (AI) innovations, citizen science and gender-responsive actions into strategies and action plans for disaster risk reduction in schools, communities and public sector institutions in Eastern Africa. Among several outcomes, the project implementation is expected to enable institutions and policies for the use of artificial intelligence, modern technologies and citizen science in disaster risk reduction strategies of the ten beneficiary countries - Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Rwanda, South Sudan, Tanzania, Uganda.

Sustainable Development Goals

6. Clean water and Sanitation

Task description

Under the overall supervision of the Director of the UNESCO Regional Office for Eastern Africa in Nairobi, Kenya and under the direct supervision of the Senior Programme Specialist for Natural Sciences, the Project Officer shall contribute to the development, management and implementation of activities in the field of water sciences and disaster risk reduction within the overall commitment of UNESCO towards the 2030 Sustainable Development Agenda and the Sendai Framework for Disaster Risk Reduction 2015-2030. In particular, s/he will be expected to provide technical and coordinative support to the Programme Specialists working on the implementation of the following two projects: "Water Security in Turkana" and "Strengthening Disaster Prevention Approaches in Eastern Africa".

The incumbent shall in particular be required to perform the following tasks:

- Assist in tracking and reporting on project activities and budgets
- Assess needs and provide administrative support for meetings, including logistical arrangements, travels and budget preparation; format reports; make all information and documents available online;
- Initiate contractual documents; identify consultants and suppliers; provide full administrative assistance throughout the entire contractual process.
- Provide general office assistance to Natural Science programme staff:
 - Register, review and draft correspondence;
 - Carry out checks for adequacy, accuracy and quality of information content and presentation to ensure that all correspondence and documents are channeled and processed in conformity with the established procedures;
 - Coordinate, follow up and support travel arrangements of all team members;
 - Maintain/update programme and project documentation and records;

- Support the development of Natural Sciences Sector strategy options for UNESCO-supported water resource development and disaster risk reduction efforts in Kenya and Eastern Africa;
- Support the Natural Sciences Sector work in emerging disaster and water resource management challenges and identify investment opportunities to promote regional cooperation in disaster prevention and integrated water resources management;
- Support the Natural Sciences Sector cooperation with relevant regional bodies and multilateral regional water and disaster risk reduction (DRR) programs;
- Support the design and administration of regional cooperation activities, including conducting dialogue with national governments, regional organizations, bilateral donors, non-government organizations (NGOs) and other UN agencies;
- Contribute substantially to Country Partnership Strategy for DRR and water security in Eastern Africa
- Support the development of DRR and water-related policies, strategies and plans for Eastern Africa
- Undertake other tasks related to the projects and the Natural Sciences Sector programmes

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

- [An improved coordination of project activities at national and local levels \(meetings, workshops, travels etc.\);](#)
- The documentation of project activities (workplans, reports, etc.) and water resources data;
- The management of communications and outreach materials of the project;
- 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 Master degree or equivalent

Education - Additional Comments

Water Science, Disaster Risk Reduction, Environment, or Natural Resources; or related discipline

Required experience 60 months

Experience Remark

- A minimum of five (5) years of professional working experience relating to water, disaster risk reduction (DRR) or environmental sector including at least three (3) at the international level is required.
- Proven technical skills in the area of Project Management including but not limited to Monitoring and Evaluation, Project Risk Management, Socioeconomic Surveys and Quantitative Data Analysis is desired.
- Work experience in managing government water infrastructure projects and conducting rapid assessment of water resources will be an advantage.
- Experience in stakeholder engagement and communication of project results
- Experience in creating project content and events on various platforms such as Twitter, Facebook, LinkedIn, blogs, Web News etc.
- Solid report writing and review skills in English

- Experience in managing Project's events calendar to ensure timely publication;
- Experience in the management and implementation of national and international projects is an advantage;
- Previous experience in the UN system is desirable.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Mandatory
- Water, sanitation and environmental engineering Mandatory
- Disaster risk reduction Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- 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.

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We are inspiration in action

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

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.

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 KENR001791-7796

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/S0VOUjAwMTc5MQ==>

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.