

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## KENR001812--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

<b>Country of Assignment</b>	Kenya
<b>Host Institute</b>	United Nations Environment Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nairobi [KEN]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Family Assignment

### Living Conditions

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 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 47.6 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 Nairobi Convention Secretariat is the Regional Seas Convention for the Western Indian Ocean region and administered by United Nations Environment Programme (UNEP) within the Ecosystems Division. The secretariat is responsible for the coordination, development and implementation of the Nairobi Convention's Programme of Work. 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. The overall objective of the UNEP's Ecosystems Division is to support countries in conserving, restoring and sustainably managing their terrestrial, freshwater and marine ecosystems, the biodiversity they contain and the products and services they provide for human wellbeing and prosperity. It addresses the environmental causes and consequences of disasters and conflicts. It helps countries reduce pollution from land-based activities, increase resilience to climate change and reflect linkages between poverty and the environment in their development planning. The position is located in the Nairobi Convention Secretariat. The national UNV will provide technical support in the implementation of the project 'Implementation of the Strategic Action Programme for the protection of the Western Indian Ocean from land-based sources and activities (WIOSAP) in the Nairobi Convention area, in synergy with related projects of the Nairobi Convention.

**Sustainable Development Goals** 13. Climate Action

## Task description

Under the overall supervision of the Head of Nairobi Convention, the national UNV will undertake the following tasks:

- Providing support to the Nairobi Convention in tasks related to 'Implementation of the Strategic Action Programme for the protection of the Western Indian Ocean from land-based sources and activities (WIOSAP) focusing broadly focusing broadly on demonstration projects support, development of project Guidelines and other regional frameworks,
- Contribute to preparation of briefing notes, concept notes and presentations on the WIOSAP project in synergy with related projects of the Convention,
- Assist to prepare legal agreements such as Small Scale Funding Agreements (SSFA) and Project Cooperation Agreements (PCA) with partners for implementation of project activities and processing through the UN Environment Partnership Portal,
- Assist to keep track of legal agreements for the project and related projects and follow-up on their deliverables, associated payments and closure,
- Support organization of meetings and contribute to preparation of meeting agendas, meeting concept notes, identifying participants, preparation of background and working documents, meeting reports and where appropriate, handling logistics and preparing mission reports,
- Create and maintain an experts and institutional database of partners implementing interventions related to the WIOSAP project and other initiatives of the Convention,
- Upload project data into the Nairobi Convention clearinghouse mechanism, undertake data analysis and trends, visualization of scenarios and identify emerging issues,
- Draft and/or contributing to quarterly, mid-year and annual reporting on the progress in implementation of the WIOSAP project,
- Represent the Nairobi Convention at various partners' meeting and make presentations on the Nairobi Convention's work and its linkages to other initiatives in the Western Indian ocean region,
- Contribute to technical reporting on project activities and global reporting on activities related to marine and coastal management, as well as reporting on progress in attainment of relevant sustainable Development Goals (SDGs) arising from the activities of the Nairobi Convention,
- Contribute to development of new projects to promote project sustainability through preparation of project ideas and proposals,

- Perform other related 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

- Developed, executed and closed legal agreements related to WIOSAP project implementation,
  - WIOSAP sustainability projects developed and funded,
  - Project Guidelines/frameworks developed and launched,
  - Quarterly, half year and annual reports for the project,
  - Maintained database of institutions and partners co-implementing interventions with the WIOSAP project,
  - Project meetings planned for and successfully executed,
  - Implementation of the Nairobi Convention Programme of Work 2018-2022,
- 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

Post-graduate university degree in marine sciences, environmental studies specialising in marine and coastal environment or discipline related to the work of marine biology and/or coastal ecosystems, or related area. A first-level university degree with additional technical training in marine science in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Required experience** 24 months

#### Experience Remark

2 years' experience working in coastal and marine conservation and management, experience on ocean governance will be an added advantage.

#### Language

- English (Mandatory) , Level - Fluent

#### Area of Expertise

- Chemistry and biology Mandatory

#### Area of Expertise Requirement

Marine conservation

Ocean governance

**Need Driving Licence** No

**Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- 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.

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

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**

KENR001812-8308

#### **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.

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*



\* 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:-06-12-2020

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTgxMg==>

**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.*

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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