El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>Kenya</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>hasta 31-12-2021</td>
</tr>
<tr>
<td>Fecha de Inicio Esperada</td>
<td>01-05-2021</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Dadaab [KEN]</td>
</tr>
<tr>
<td>Lugar de Asignación</td>
<td>Lugar de destino no apto para familias</td>
</tr>
<tr>
<td>Observación sobre el lugar de asignación</td>
<td>The assignment is a Non-Family Duty Station</td>
</tr>
</tbody>
</table>

Condiciones de vida

El 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.

**Detalles de la Asignación**

<table>
<thead>
<tr>
<th>Título de asignación</th>
<th>Compound Manager</th>
</tr>
</thead>
</table>

**SP Contexto Organizativo & descripción del proyecto.**

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

Kenya is the largest Mandate Refugee operation in the region and in Africa and is also one of the most important ones world-wide. While 96% of the Dadaab refugee population comprises Somali nationals who are recognized by way of a *prima facie* group determination, UNHCR Sub-Office Dadaab applies individual refugee status determination procedures for asylum seekers coming from, *inter alia*, Ethiopia, Burundi, and Congo (DRC).

**Sustainable Development Goals**

3. Good Health and Well-being

**Descripción de la tarea**

Within the delegated authority and under the supervision of the Administrative officer or his/her designated mandated representative(s), the UN Volunteer, Compound Manager will:

- Establish an efficient system of allocating accommodation to staff and visitors by managing the reservation booking, reception and payment arrangements.
- Review policies, procedures and fees on accommodation arrangements and payments and ensure that these are all understood by staff, missions and guests.
- Ensure that the accommodation, including laundry and all lodging facilities are maintained to acceptable standards and kept clean on daily basis, replaced or repaired.
- Manage and supervise bookkeeping and keeping of accounts for cash-paying staff and guests and maintain them for audit purposes in close coordination with finance staff.
- Oversee all compound activities and movements in close coordination with security unit and supervise the attendance and work of ground staff, review their functions and contracts, and prepare their performance appraisals.
- Organize special events for rest and recreation of staff and guests.
- Deal with specific requests from staff and guests, i.e. food preferences on medical grounds, internet access, cooking stoves and kitchens, refrigerators, DSTV, etc.
- In collaboration with Security unit, ensure that emergency equipment such as fire extinguishers, emergency alarm and emergency medical kits are updated and accessible to all guests and visitors.
- Develop landscape and maintain general cleanliness and lighting of pathways in the compound including proper waste disposals, backfilling of used latrines, emptying septic tanks, demolition of dilapidated structures and spraying of mosquitoes and insects, clean maintenance of slaughter slabs and repairs of kitchen.
- Manage the catering arrangements for the office, overseeing the procurement, supervision of kitchen staff and cafeteria services, transport, storage, and preparation of food to ensure that standards of food and staff hygiene and meals are maintained as high
As an active UNHCR SO Dadaab team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR SO Dadaab and its beneficiaries in the accomplishment of her/his functions, including:

- Submit monthly report on status of activities and improvements achieved.
- Make recommendations as to how to improve compound management particularly - accommodation and catering services in SO Dadaab and implement as much as possible within the resources available daily.
- Develop an information note to brief staff, missions and guests on policies and use of compound facilities, including emergency preparedness and evacuation protocol.
- Establish SOPs for use of gym and other recreational facilities and ensure that all equipment are kept in good, operational and presentable conditions
- Advice or report to the Administrative Officer or the head of Operations, Heads of Units responsible or any staff or guests who are committing misdemeanors or violating the Code of Conduct.

A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

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Cualificaciones/Requisitos

<table>
<thead>
<tr>
<th>Nivel de Grado Requerido</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educación - Comentarios Adicionales</td>
<td>Bachelor's degree in Business Management, Hotel/Hospitality Management studies'</td>
</tr>
<tr>
<td>Experiencia Necesaria</td>
<td>24 meses</td>
</tr>
</tbody>
</table>

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Candidate should have 2 years’ experience in the Hotel and Catering industry as a manager with experience in catering and hotel services.

Prior knowledge of UNHCR operations and conditions would be an asset. Professional experience of the hotel industry would be essential.

Capacity to work in a hardship and isolated location.

Ability to find solution in creative ways with limited resources.

Excellent public and human relations

Excellent team player

Character and background reference.

Client and result oriented

Lingüísticas

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

Área de Experiencia

- Hospitality Obligatorio
- General business management Opcional

Requisito de área de experiencia

Candidate expertise should include Hospitality Management, Business Management.

Necesita Licencia de Conducir

No

Competencies y Valores

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

Condiciones del servicio y otra información

Conditions of Service for International Specialist:

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.
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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- 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;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- 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).

Código de aplicación  KENR001846-8738

Procedimiento para la aplicación

* 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 for to which you would like to apply.

Application deadline: 18 February 2021

doa.apply_url  https://vmam.unv.org//candidate/show-doa/S0VOUjAwMTg0Ng==

Advertencia
El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.