

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001880--Programme Assistant (Isiolo)

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 Development Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	8 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-05-2021
<b>Duty Station</b>	Nairobi [KEN], Isiolo
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

This is a Family Duty Station 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 (Isiolo)

## Organizational Context & Project Description

The Consolidating Gains and Deepening Devolution in Kenya is designed to support the implementation of devolved government to improve governance and socio-economic development in Kenya. This intervention is derived from the UN Delivering as One UN Strategy on Devolution and further guided by the Government's MTP III process. The Project aims to achieve amongst other deliverables: strengthened policy and legal framework for devolved governance; strengthened and aligned capacities at national and county levels; Enhanced service delivery mechanisms and resilience for disaster risk management, peace building and conflict prevention; Strengthened citizen engagement in devolved governance; and Integrated service delivery demonstrated in select counties.

**Sustainable Development Goals** 17. Partnerships For the Goals

## Task description

UNDP in collaboration with the Kenya School of Government (KSG) and County Government of Isiolo in 2018 initiated a youth programme which aimed at building the capacity of 52 youths from Isiolo County on entrepreneurship and life skills. A youth learning center was also established which serves as:

- **Capacity Building and Computer Lab unit:** To support the training of Youth on Access to Government Procurement Opportunities, ICT, Entrepreneurship, Leadership Skills, Creative Economy
- **Talent, Innovation, Creative, and Filmmaking Hub:** To engage Youth to develop innovative and creative ideas to improve Quality Service delivery in the Public Sector. Talent development such as filmmaking (Sinema Mashinani), acting.
- **One-stop-shop information Unit:** The unit will provide Youth in the County with all the necessary information to facilitate their participation in the developmental agenda. The Centre will also provide access to information such as AGPO, Jobs, Scholarship, and Capacity Building. The Youth can access information through the KSG Youth Innovation Centre Website and Knowledge Management SMS platform
- **Coaching, mentorship, Counselling Services unit:** The unit will support individual coaching and mentorship, counseling services for Youth who are Abusing Drug.

Reporting directly to UNDP Devolution Project Manager, the Programme Assistant will perform the following duties and responsibilities within the Consolidating Gains and Deepening Devolution in Kenya Project:

1. Facilitate the implementation of the project as well as monitor and address risks
2. Write reports on the activities being conducted in the youth Innovation and Learning Center
3. Coordinate program activities and strive to meet project activity results
4. Maintain a register of and lead engagement with key Centre stakeholders

## Facilitate the implementation of the project as well as monitor and address risk

- Work with KSG and County Government of Isiolo in the development of joint monthly activities as well as budgets based on expected year-end outputs of youth activities.
- Work with KSG and County Government of Isiolo team to monitor planned activities in order to identify best practices as well as constraints/implementation bottlenecks and to take necessary actions to overcome the constraints.

- Manage the data base on the youth trained and ensure close monitoring of youth activities and report on the achievements, challenges and lessons learned for improvement of the programme.
- Ensure sustainability of the activities at the center through close collaboration with the County Government of Isiolo, KSG and other stakeholders

#### **Write reports on the activities being conducted in the youth Innovation and Learning Center**

- Provide monthly updates on the activities being undertaken at the youth learning center
- Attend the Projects Progress meetings and brief the team on the activities achieved with the learning Center
- Compile progress reports in close coordination with the M&E officer to ensure they are in line with the outputs/activities agreed in the annual work plans and ultimately ensure information-sharing.
- Maintain contact of Isiolo Youth Innovation and Empowerment Centre alumni, document their achievements,
- Identify and enlist youth for mentoring and coaching of other youths in Isiolo or any other FCDC Counties.

#### **Coordinate program activities and strive to meet project activity results**

- Contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies, and approaches of the youth center.
- In collaboration with KSG and the County Government of Isiolo, monitor the messages being sent out through the SMS platform, analyze some of the achievements and concerns being raised and the action taken.
- Ensure drafting relevant materials for wide dissemination and visibility of program achievements in close collaboration with the project and UNDP communications Unit
- Conducting of Key Informant Interviews with some of the trained youth to collect some of the success stories.

#### **Maintain a register of and lead engagement with key Centre stakeholders**

- In partnership with Kenya School of Government, County Government of Isiolo maintain and initiate effective dialogue and coordination with key stakeholders on youth issues.
- Ensure regular communication, organization, knowledge management and consultation with KSG, UNDP and the County Government of Isiolo
- Participate in other UNDP Kenya Country Office activities as may be called upon, including promotion of Volunteerism for Development

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**

- Monthly and quarterly Progress Report on youth activities in the KSG Isiolo Youth Learning and Innovation Centre in Isiolo County
- Contributions to knowledge networks and communities of practice increased
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on 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 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

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**Required Degree Level** Bachelor degree or equivalent

## Education - Additional Comments

Bachelor's degree in Public Administration, Social Sciences, Project Management, or other related areas. Master's degree will be an added advantage

**Required experience** 24 months

## Experience Remark

- Previous experience in development assistance or related work for an international agency or donor organization, government or NGO is a pre-requisite.
- Strong analytical, drafting and communication skills.
- Proven ability to coordinate youth programs with diverse range of partners.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
- 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.
- Understands the Kenya Constitution 2010 especially on devolution matters and experience working with counties

## Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

## Functional competencies:

- Analytical and strategic thinking / results orientation.
- Knowledge management
- Ability to perform a variety of tasks related to annual work planning, implementation and reporting against the relevant project outputs and indicators including data management
- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relations in a multicultural team environment.
- Excellent team-building, and interpersonal skills

## Language

- English (Mandatory) , Level - Fluent

## Area of Expertise

- Administration and administrative assistance Mandatory

## Area of Expertise Requirement

Public Administration, Social Sciences, Project Management

# Conditions of Service and other information

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**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.

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](#))****T.** +49 (0) 228-815 2000**A.** PO Box 260111, 53113 Bonn, Germany**F.** +49 (0) 228-815 2001**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).

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** KENR001880-9286

#### **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.

**Please note: Candidates applying for this Assignment should be residing in ISIOLO, the duty station is ISIOLO.**

**Application deadline: 20 April 2021**

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTg4MA==>

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**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.*

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