

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001864--Women Economic Empowerment 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	UNWomen
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	01-09-2021
Duty Station	Nairobi [KEN]
Assignment Place	Family Duty Station

Assignment Place Remark

Age requirement:

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

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. 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).

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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

Women Economic Empowerment Programme Assistant

Organizational Context & Project Description

Host Institute

UN Women, grounded on the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. In Kenya, the UN WOMEN Country Programme contributes to the development objectives of Kenya's blue print, the Vision 2030 and is aligned to the United Nations Development Assistance Frameworks (UNDAF), as well as UN WOMEN Global Strategic Plan

Organizational Context & Project Description:

UN Women's Programme on Women's Economic Empowerment (WEE) builds on previous work, with emphasis on identifying initiatives that can be scaled-up; and can connect women to locally available supply chains. It is informed by the gaps identified in studies on Gender and Affirmative Procurement and the Women's Access to Agricultural Finance in Kenya: Baseline Report 2019 It is aligned to the UN Development Assistance Framework (UNDAF), Strategic Result Areas 3 on Sustainable Economic Growth, contributing to Outcome 3.1 that seeks to ensure: "productivity in services sectors, agriculture/CSA, manufacturing, extractives, blue economy and their value chains increased" and Outcome 3.2 which will ensure "marginalized vulnerable groups and regions in Kenya have increased access to decent jobs, income and entrepreneurship opportunities".

Sustainable Development Goals

5. Gender Equality

Task description

Under the direct supervision of Programme Analyst and in consultation with the WEE team, the UN Volunteer will undertake the following tasks:

Programme Management Support

- Provide programme and administrative support to the programme team in the preparation of various programme documents, such as work plans, budgets, reports and proposals on programme implementation arrangements.
- Assist the programme team in reviewing and preparing documentation on the procurement of goods and services, and support contract tracking.
- Help the team in providing guidance to the country and project offices on routine implementation of the project, tracking use of financial resources.
- Review of contributions agreement, managing contributions in Atlas.

2. Financial Management Support

- Support the programme team in the financial management of the project.
- Organize, compile and process information from the donor as well as from the programme team, and keep track of the information through databases and e-filing.
- Support the programme team in the tracking of and reporting on mobilized resources.

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3. Administrative Support to the Programme Unit

- Assist administrative support to the programme team in the organization of events, meetings and workshops, etc.
- Assist travel arrangements for the programme team and project staff, including preparation of travel requisitions and claims.
- Draft non-substantive correspondence.
- Maintain and organize up-to-date hard and electronic files for easy access and retrieval. Ensure safekeeping of confidential materials.

4. Knowledge Management, Monitoring and Evaluation Support

- Assist developing and maintaining programme information and knowledge management file (both soft and hard copies) at country project level to manage consultancy reports, assessments and other reports;
- Support knowledge sharing processes and systems by, among others, strengthening development and integration of practices and procedures for information and knowledge capturing, packaging, sharing, and learning;
- Assist regular sharing of experiences across programmes and divisions; facilitate seamless sharing of ideas, knowledge, and experiences among staff and partners
- Participation in the trainings for the operations/ projects staff on programme.

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

- Timely procurement of goods and services as per UN Women rules and regulations
- Timely reporting as required
- Efficient management of UN Women sponsored workshops
- Maintenance of a robust document management system
- 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

Secondary education

Education - Additional Comments

Currently studying towards a degree or recently graduated (no longer than 12 months prior to application) in International Development, Gender and Community Development, public administration, economics, or social science would be desirable or other relevant field.

Required experience

0 months

Experience Remark

- Demonstrated interest and or experience (up to 2 years) in Women Economic Empowerment;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

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- **Computer Skills:** Excellent computing and IT skills, with full competency of Microsoft applications, Adobe Acrobat, Web Design and data base applications.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Optional

Area of Expertise Requirement

Learning Expectations

Learning and development are a central part of the UN University Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- 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](#)

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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 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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,009 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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)

Application Code

KENR001864-9054

Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.

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You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 11 April 2021

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 28 April and 21 May.

COVID-19: The assignment start date may be postponed due to COVID19.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTg2NA==>

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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