



UN YOUTH VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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.

- 1. UNV Assignment Title:** UN Youth Volunteer in Programme Monitoring and Evaluation
- 2. Type of Assignment:** International UN Youth Volunteer
- 3. Project Title:** DCPI Office of the Director, Project Implementation, Monitoring and Evaluation (PIME)
- 4. Duration:** 12 months
- 5. Location, Country:** Nairobi, Kenya
- 6. Expected Starting Date:** February / March 2016
- 7. Brief Project Description:**

To enhance programme implementation and communication in the UNEP Programme of Work. This position will closely monitor programme planning and reporting in addition to internal relationship management for commitments made by division with other UNEP counterpart.

- 8. Host Agency/Host Institute:** UNEP / Division of Communications and Public Information (DCPI)

- 9. Organizational Context:**

The United Nations Environment Programme (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. UNEP's Division of Communications and Public Information (DCPI) communicates UNEP's core messages to all stakeholders and partners, raising environmental awareness and enhancing the profile of UNEP worldwide. This post is located in UNEP/DCPI at the Nairobi duty station and reports to the Head of the Project Implementation, Monitoring and Evaluation team under the overall supervision of the Director. This role would support DCPI in liaising internally with programme coordinators and sub-programme coordinators across all divisions of UNEP in monitoring and evaluating divisional and programmatic communications. With UNEP's mandate to provide an

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



increased emphasis in acting as an advocate of the environment, youth engagement is increasingly a central component of the environmental narrative to support education, sustainable consumption, and build awareness of and involvement in environmental activities.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

Under the direct supervision of Head of the Programme Planning Information, Monitoring and Evaluation Unit (PIME) and the guidance of the Division Deputy Director of DCPI, the UN youth Volunteer will undertake the following tasks:

- Support client service account management function for assigned Sub-Programmes / Divisions / Offices / Initiatives
- Assist in facilitate project planning, project development and implementation monitoring through the division's strategic units
- Assist in facilitating and coordinating project proposal drafting, internal review and finalisation for approval by the Project Review Committee (PRC)
- Support planning and implementation reporting for projects and provide inputs for quarterly monitoring reports for the division
- Identify and maximise the opportunities to communication engagement in the Programme of Work and across UNEP
- Ensure that client briefs are developed in accordance with established timelines
- Assist DCPI Strategic and Service units to retain and maintain effective communication strategies and reporting for clients
- Assist in ensuing that the clients' expectations in terms of deliverables, service and efficiencies are met and exceeded
- Assist the Head of PIME to ensure key internal processes are adhered to such as project development and review, quarterly reports and so on.
- Provide options and solutions for client issues such as slippage in deliverables, variance in expectations of deliverables.
- Monitor the implementation of the division's project portfolio and related task undertaken by the strategic and service units.
- Provide inputs to report to clients on existing commitment performance; and assist to ensure client 'expectations are not just met but exceeded at all times
- Actively liaise with the internal team to ensure the achievement and fulfilment of the clients business needs
- Introduce new communication opportunities to existing clients across UNEP (e.g. QAS, PSPT, Project managers)

Furthermore, the UN Youth Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;



- Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Youth 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.

12. Results/Expected Output:

- Monitoring reports for client divisions and the executive office planned
- Timely delivery of all sanctioned activities and initiatives, and regular communication briefs to clients in other divisions regarding status of deliverables achieved
- DCPI's project portfolio developed within the planning cycle defined by the division
- DCPI's project implementation and management monitored and reported on regularly
- A final statement of achievements towards PIME operations formulated.

13. Qualifications/Requirements:

- University degree in programme management, communications, social sciences or other related field.
- An additional degree in environmental science is an asset.
- Two years of working experience;
- Competency with Microsoft Office, especially Microsoft excel and power point.
- Strong numeracy and literacy skills
- Presentation and meeting management skills
- Ability to produce detailed meeting minutes/contact reports
- Analytical thinking and research skills
- Reporting of performance
- Strong communication skills both written and verbal
- Confidence, tact and a persuasive manner
- Good organizational and time management skills
- Rounded 'people' skills for working with a range of colleagues and clients
- The ability to lead and motivate product teams
- An ability to work under pressure in a performance driven environment
- Knowledge of project management, planning and organization an asset;
- Excellent Knowledge of English is a must; knowledge of French and other UN languages is an asset

14. Learning expectations

Learning and development are a central part of the UN Youth 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 Youth 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, UNEP will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. UNEP will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

15. Living Conditions:

- Availability, quantity and rental arrangements of accommodations at the work-site, for the UNV and family: - Housing available on demand.
- Health conditions in area of work-site, access to basic commodities, safe drinking water, sanitation and medical facilities: - Conducive conditions and readily available access to commodities, safe drinking water, sanitation and medical facilities.
- Availability to basic goods and services, and to markets at the place of assignment :- Readily available access
- Availability to public transport, telecommunication and banking services :- Readily available access
- Quality and cost of the existing educational facilities (primary and secondary) for dependants available in the specific place of assignment, or those closest to this area :- Reasonable and modest, Language of instruction – English
- Socio-economic and cultural background of the immediate society the UNV would be living and working in (main economic activities, religious groups, special customs and events etc):- National and International community of diverse backgrounds.
- Prevailing security conditions at the place of assignment: - Modest security.
- Topographic and climatic features of the assignment location:- Highland cool and warm tropical climate.

16. Conditions of Service

A 12 - month contract; monthly living allowance (MLA) base intended to cover housing, basic needs and utilities, with a base rate of US\$ 1,243, which is adjusted monthly according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Youth Volunteers have comparable purchasing power at duty stations despite varying costs of living. The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + \text{MLA base rate}$. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations); a life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

17. HOW TO APPLY

Eligible candidates, i.e. aged between 23 and 29 years throughout the entire duration of their service, i.e. born between 1 July 1987 and 28 February 1993, whose previous work experience in areas relevant for the assignment does not exceed two years, should do the following:

If you are not a candidate in the UNV database, please apply by registering your profile through the following link: http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH15FFSPA_KE. The advertisement code **YTH15FFSPA_KE** will appear automatically under the 'Special Recruitment' tab of your UNV profile and can be changed from there if needed.



If you already are a candidate in the UNV database, please update your profile through <http://MyProfile.unv.org> and select the code of the assignment you wish to apply for from the drop down list in the 'Special Recruitment' tab of 'MyProfile'.

Should you wish to be considered for more than one UN Youth Volunteer assignment, you can express your interest in other Description of Assignments in the 'Additional Remarks' section of your profile by entering the corresponding code. Please note however that your profile will be proposed to the host agency for only one UN Youth Volunteer assignment.

Closing date: You must be fully registered in the UNV database of candidates not later than 23 October 2015 (applications received after that date will not be taken into consideration).