

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.

Country of Assignment: Kenya
Agency Name: UN-Habitat

General Description

Volunteer Category: International Youth
Number of Volunteers: 1
Duty Station: Nairobi, Kenya
Duration: 12 months
Expected Starting Date: October 2020

Living Conditions:

The city is at a high altitude, with sunny days and cooler nights. There is a short rainy season before Christmas, and longer rains fall from March to May. November to February is generally warm. No need for central heating, however warm clothes are necessary during the rainy season.

There are several transportation options in Nairobi, including taxis, buses, mini-buses, and mobile applications for transport. Public healthcare in Nairobi is generally subpar, but there are private healthcare options that are of better quality.

The city is widely connected through 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 UN HABITAT and UNEP, and as the UN Regional Hub for the East and Horn of Africa region.

Security can be an issue in Nairobi, with incidents of car-jacking and theft happening infrequently. Safety and security in Nairobi varies depending on different neighborhoods, and it is important to become familiarized with safety recommendations for the city.

Telecommunication system in Nairobi is excellent. Internet access is reliable. There are power cuts, however most of the shared compounds have generators.

Kenyans are wonderfully friendly and tolerant to visitors. English is the first language spoken here, though most Kenyans are trilingual, using tribal languages and Kiswahili.

Sustainable Development Goals: 11. Sustainable Cities and Communities

Need Driving License: No

Duty Station: Family Duty Station

Assignment Remarks: UN Youth Volunteer assignments are always without family

Supervision, induction and duty of care of UN Volunteers

The incumbent will find his/her own housing arrangements in Nairobi. Nairobi is a modern metropolitan city where most basic goods and services are available locally at reasonable cost.

The incumbent will be provided equal duty of care as extended to all host entity personnel. This 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.

Assignment Title: Urban Sustainability and Climate Change Associate

Education

Required Degree Level: Bachelor's degree

Education: Bachelor or Equivalent in fields of Urban Planning, Youth Development, with a strong focus on sustainable urbanization.

Required Experience: 0 years

Experience Description:

- Demonstrated interest and/or experience (up to 2 years) in **urban sustainability, youth and urbanization, and climate change**.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

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, 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 ex-

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pense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Language Skills:

English mandatory optional
working knowledge fluent

Swahili mandatory optional
working knowledge fluent

Competencies and Values:

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Task description

Under the direct supervision of Douglas Ragan, Chief, Youth and Livelihoods Unit, the UN

Youth Volunteer will undertake the following tasks:

- Carries out research on issues related to sustainable urbanization and climate change. This can include collecting, analysing and presenting statistical data and other information gathered from diverse sources.
- Support the coordination and participates in survey initiatives; assists in the development of data collection tools, reviews, analyses and interprets responses, supports the identification of problems/ issues and prepares preliminary conclusions.
- Assists in the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Assists in administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Participates in field missions and support of local programmes in Nairobi and surrounding counties which relate to climate change
- Supports coordination of activities related to budget funding (programme/ project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/ reports (pledging, work programme, budget, etc.).
- Support on preparation for the Projects' meetings (collect inputs, address comments, etc)

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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

- Assists in well researched and sound analysis of issues and developments related to urban sustainability and waste management
- Provides thorough, well-reasoned written contributions effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

- 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

Agency Details

Host Institute: UN-Habitat

Organizational Context & Project Description:

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. This position is located in UN-Habitat's global headquarters in Nairobi, Kenya.

Organizational Context & Project Description:

Estimates suggest that cities are responsible for 75 percent of global CO2 emissions. UN-Habitat is one of the lead agencies in dealing with climate change as it relates to cities and human settlements. One area which it has been working on is supporting young women's leadership as advocates for climate change action. A recent Young Women to Women leadership forum was held during the UN-Habitat assembly, bringing together younger and older women to discuss how to effect change.

The UNV working on this will look to find ways in which local, national governments can support these leaders in effecting positive change. Online leadership seminars, information webinars, and direct training will be undertaken.

Key partners will be UN Women, Envoy on Youth to the Secretary General's office and local governments.

The programme is part of UN-Habitat's climate change programme.

Conditions of Service:

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

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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\$1,305. 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 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). A 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.

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.