



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 Youth 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 Youth 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 Youth Volunteers even more rewarding and productive.

1. **UNV Assignment Title:** UN Youth Volunteer in Disaster Risk Reduction (DRR Officer)
2. **Type of Assignment:** International UN Youth
3. **UNV Strategic Framework:** Outcome 1: UN entities are more effective in delivering their results by integrating high quality and well-supported UN Volunteers and volunteerism in their programmes; Output 1.2 Volunteerism is integrated within UN entities' programming through the implementation of UNV-UN partner joint programmes/projects in (d) community resilience for environment and disaster risk reduction
4. **Project Title:** Governance for Disaster Risk Reduction
5. **Duration:** 12 months
6. **Location, Country:** Kenya
7. **Expected Starting Date:** February/ March 2016
8. **Brief Project Description:**

Kenya is frequently faced with various disasters key among them being drought and flooding. Impacts of drought are normally widespread affecting almost three quarters of the country especially in the arid and semi arid regions that comprise about 75% of the country land mass. It is estimated that between 2-4 million people are affected each year by disaster especially drought. For instance, in 2011 the country faced one of its worst droughts in 60 years where over 3.7 million people mainly in the rural areas were rendered food insecure. To respond, the government established a Drought Management Authority (NDMA) to develop policies, strategies and plans that will ensure drought impacts are effectively managed in a coherent and sustainable manner.

9. **Host Agency/Host Institute:** UNDP Kenya/National Drought Management Authority (NDMA)

10. Organizational Context:

The national drought management authority was established in late 2011 as part of the government of Kenya's response to frequent drought emergencies in the country. The task of this institution is to initiate and oversee all aspects of drought management. These include the following:

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>

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1. **Risk Reduction:** The Authority shall coordinate the preparation of risk reduction plans, undertake risk reduction awareness and education, and coordinate the implementation of risk reduction activities.
2. **Knowledge Management and Communication:** The Authority shall develop clear evidence-based criteria for both the Contingency Fund and other financial sources appropriated to deal with drought, and shall support drought-related policy formulation.
3. **Information:** The Authority shall generate, consolidate and disseminate drought management information, and shall operate an efficient drought early warning system.
4. **Rapid Reaction:** The Authority shall coordinate the preparation of contingency action plans, and shall coordinate the implementation of drought mitigation and relief activities.
5. **Coordination:** The Authority shall establish, institutionalize and coordinate structures for drought management at all levels. *(Drought management is not a single-sector issue. It is a cross-cutting issue that requires collaborative action by a range of public and private sector agencies at different levels (national, county, and community)).*

With support from NDMA the the UNV for disaster risk reduction will support the Authority to strengthen their overall mandate of coordinating drought risk reduction work, information management, support in policy formulation process and enactment of relevant regulatory framework, enhance capacity building and resource mobilization strategies. The UNV will also help and support implementation of UNDP projects currently implemented through the Authority.

The UNV Officer will work in close collaboration with the NDMA disaster risk reduction team, drought management officers at national and county level, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful implementation of projects by NDMA.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

Under the direct supervision of the CEO NDMA the UNV will undertake the following tasks:

- Support NDMA in coordinating disaster risk reduction work in the country. These may include but not limited support to regular review and updating of stakeholder database/inventory, planning for coordinating meetings, participation in assessments and preparation of reports
- Support the NDMA in regularly reviewing the County DRR coordination structures and strengthen their capacity in preparation for the rolling out of the constitution based on devolved structures.
- Support NDMA plans for capacity enhancement through assessing key capacity gaps, develop/strengthen standard training programmes and roll out capacity training for key institution
- Support the implementation and monitoring of the current UNDP funded projects.
- Work with NDMA to develop/strengthen procedures and guidelines for mainstreaming drought risk reduction in key sectors.
- Support NDMA in the management of DRR information by identifying key information gaps, strengthen dissemination and use by the public
- Support the government in regular analysis of disaster impacts on the country's socio-economic achievements to strengthen advocate for investment in DRR



- Support NDMA in mobilizing resources for drought management and other disaster risk reduction interventions
- Provide technical support in designing new projects for DRR
- Develop a knowledge network and facilitate information sharing among key actors in the country.
- Support in the implementation and monitoring of Sendai framework for DRR
- Strengthen the government partnership with key stakeholders engaged in DRR work in the country and across the region.
- Support integration of gender, disability and other marginalized groups into NDMA work
- In the event of disasters, support NDMA to coordinate assessment, response and early recovery

Furthermore, UNV volunteers are encouraged 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 IVD);
- 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.;
- 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

13. Results/Expected Output:

- Stronger and more effective NDMA support to public and partners in DRR
- Stronger partnerships, collaboration and improved resources for DRR work in the country
- Strengthening expansion of DRR portfolio in Country
- Enhanced analysis of disaster situation especially drought to support policy and programme formulation.
- Efficient and better project management including reporting, monitoring and evaluation
- Promotion of volunteerism through their work

14. Qualifications/Requirements

- University degree in the relevant field preferably in the areas of disaster risk reduction, social sciences and community development;
- Understanding of emergency response and disaster risk reduction issues is an asset;
- Previous experience in the area of emergency response and disaster risk reduction preferable;
- Computer user;
- Good logistical and co-ordination skills;
- Excellent writing skills;
- Ability to communicate and work effectively and in close coordination with many individuals, groups and divisions to complete tasks.
- Fluency in English.

15. 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:

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- 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, UNDP Kenya/NDMA will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. UNDP Kenya/NDMA 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 Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + MLA \text{ base rate}$. 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); a family allowance (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations) life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

17. How to Apply:

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=YTH15IRE002>



Important: Once you have created your UNV account and validated your email address, please complete all sections of your profile and make sure the correct advertisement code **YTH15IRE002** is selected in the 'Special Recruitment' tab of MyProfile. Your application can only be considered once you have clicked on the green 'Submit My Profile' button. As a confirmation of your successful registration, you will receive an email with your UNV roster number.

If you already are a candidate in the UNV database, please update your profile through <http://MyProfile.unv.org> and select the code **YTH15IRE002** from the drop down list in the 'Special Recruitment' tab.

Closing date: Profiles of interested applicants must be fully registered in the UNV database of candidates not later than **18 October 2015** (applications received after that date will not be taken into consideration). Only shortlisted candidates will be contacted