



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 SDG Monitoring and Reporting
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** Project 732.1: Post-2015 Tools and capacity development for monitoring and Reporting on Sustainable Development Goals
4. **Duration:** 12 months
5. **Location, Country:** Nairobi, Kenya
6. **Expected Starting Date:** March 2016
7. **Brief Project Description:** Project results will support the monitoring and reporting system of Sustainable Development Goals by member states, private sector, and UN entities, and contribute to the Global Sustainable Development report. This project will use this information to develop specific monitoring and reporting tools for the post-2015 agenda, in close cooperation with the UN-wide community, which will be integrated in the existing platforms that are being developed including through UNEP Live (project 711.1). The project will provide tools and capacity support to assist countries to monitor and report on SDG targets. UNEP will match its comparative advantage in environmental assessment and strengthening of the science policy interface with other UN Agencies' expertise to contribute to the Global Sustainable Development Report.
8. **Host Agency/Host Institute:** UNEP/DEWA
9. **Organizational Context:**

During the assignment, the UN Volunteer will interact with UNDESA relating to the Global Sustainable Development Report, for which they are responsible. Furthermore, the UN Volunteer will interact with Statistical Offices and Ministries of Environment in countries.

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)



The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. The Division of Early Warning and Assessment (DEWA) provides timely, scientifically credible, policy-relevant environmental analyses, data and information for decision-making and action planning for sustainable development. It monitors, analyzes and reports on the state of the global environment, assesses global, regional and national environmental trends and provides early warning of emerging environmental threats. The Division works closely with a large number of partners and collaborating centres in all regions of the world, and has established functional networks for data, information, assessments and capacity development. This post is located in the Scientific Assessment Branch (SAB) of UNEP/DEWA at the Nairobi duty station.

February 2003, the Governing Council of UNEP adopted a long-term strategy for engaging young people in environmental activities and in the work of UNEP. The strategy was entitled the Tunza Youth Strategy. The word "TUNZA" means "to treat with care or affection" in Kiswahili (a sub-regional language of Eastern Africa). It is an initiative that is meant to develop activities in the areas of capacity building, environmental awareness, and information exchange, with a vision to foster a generation of environmentally conscious citizens, capable of positive action. Important by-products of this strategy include the annual Tunza International Youth Conference, Tunza Advisory Council and a quarterly Tunza magazine.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

Under the supervision of Ms. Ludgarde Coppens, Programme Officer, the UN Youth Volunteer will undertake the following tasks:

The UN Youth Volunteer will support the Programme Officer:

- a) Assist with coordination of UNEP inputs in the Global Sustainable Development Report (GSDR)
- b) Assist with providing substantive inputs into the GSDR
- c) Contribute to cooperating with the UNEP GEO-6 Team in identifying linkages between the GEO-6 report and the GSDR (environmental pillar)
- d) Contribute to cooperating with the UNEP Live team to include relevant information on SDGs on the UNEP Live platform
- e) Contribute to cooperating with the UNEP Live Team in the development of reporting formats related to SDGs for inclusion into the National Reporting System tool
- f) Assist with preparing of public awareness materials on SDGs and information products aimed at UNEP staff
- g) Assist with reporting requirements in relation to project implementation

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.;

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- 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:

Project results will support and contribute to the (environmental) monitoring and reporting system of Sustainable Development Goals by member states, private sector, and UN entities, and contribute to the Global Sustainable Development report.

13. Qualifications/Requirements:

Education: Advanced university degree (Master's degree or equivalent) in natural sciences, international development, economics or a related field.

Work Experience: Demonstrated interest and/or experience (up to 2 years) in sustainable development / environment

Skills: Good interpersonal, networking and communication skills; Willingness to contribute and work as part of a team; Flexible and open to learning and new experiences; Respect for diversity and adaptability to other cultures, environments and living conditions; Computer skills (i.e. Word, Excel, PowerPoint, social media).

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Working knowledge of other UN official 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:

Nairobi, Kenya is currently at Phase 1 of the UN Security Plan.

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: $MLA = (MLA \text{ base rate} \times PAM) + \text{MLA base rate}$. 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, **born on or after 1st January 1989**, 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=YTH15FFITA_KEN. The advertisement code **YTHITA15FF_KEN** will appear automatically under the 'Special Recruitment' tab of your UNV profile and can be changed from there if needed.

***Important:** Once you have created your UNV account and after validating your email address, please complete all sections of your profile. 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 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 Descriptions of Assignments in the 'Additional Remarks' section of your profile by entering there 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 **8th November 2015** (applications received after that date will not be taken into consideration).

Only shortlisted candidates will be contacted.