



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1733508414803200

**VMAM Id** 1733508414803200

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Recruitment Specialist

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNEP
<b>Country of Assignment</b>	Kenya
<b>Duty station</b>	Nairobi,
<b>Volunteer Category</b>	International UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	12m
<b>Possibility of Extension</b>	Yes
<b>Expected Start Date</b>	10/02/2023
<b>Sustainable Development Goal</b>	17. Partnerships for the goals
<b>Disabilities</b>	No

### DOA Details

**Organisation mission and objectives** Since its inception in 1972, the United Nations Environment Programme (UNEP) has been the global authority that sets the 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 mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. Headquartered in Nairobi, Kenya, UNEP works through its divisions as well as regional, liaison and out-posted offices and a growing network of collaborating centres of excellence.

**Assignment  
context**

The United Nations Environment Programme (UN Environment) 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. UN Environment's 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. UNEP's Corporate Services Division (CSD) is the guardian of UNEP's corporate interest, mitigating its exposure to risk and supporting the organization with management tools, plans and related capacity building. It oversees UNEP's efficient and effective management, in line with UNEP's accountability requirements, rules, regulations and UN core values. The Human Resources Section provides key support to UNEP on all aspects of human resources management, inclusive of workforce planning and optimization of staffing resources. Emphasis is placed on client service delivery, knowledge management, strategic advisory services, as well as efficient and transparent recruitment, improved gender parity, organizational design principles, performance management and development of staff and support services. UNEP's talent outreach supports UNEP's Programme of Work and Medium-Term Strategy by providing an increasingly agile, diverse and engaged workforce that is well-managed and high performing, and fits with the UN Values and Behaviours framework and UN Competencies. UNEP is seeking a young, enthusiastic human resources professional with social media expertise who is interested in working with UNEP to assist in placing UNEP as an employer of choice and attract passionate environmental specialists from all fields and expertise levels from less represented regional groups to work for the organization. The IUNV Specialist will be heavily supporting the implementation of the talent outreach strategy in line with the: UN Environment Assembly Resolution UNEP/EA.5/Res. 13 on "Due regard to the principle of equitable geographical distribution, in accordance with paragraph 3 of Article 101 of the Charter of the United Nations", and the Executive Director's Report to the UN Environment Assembly UNEP/EA.26 on "Progress in the implementation of paragraph 18 of decision 5/2 pertaining to the application of the principle of equitable geographical distribution in the recruitment strategy of the United Nations Environment Programme".

**Task description**

Under the overall supervision of the Chief, Human Resources Section, and the direct supervision of the Head of Recruitment and Non-Staff Capacity Unit, the UN Volunteer will provide expertise in human resources management and attracting talent from niche markets, branding for recruitment, attracting Millennials and Generation Z as potential candidates. Specifically, the International UNV will undertake the following tasks: · Utilize digital platforms and tools for candidate sourcing, including job boards, social media, professional networking sites, and online communities. · Develop and implement innovative strategies to attract and engage passive candidates through digital channels. · Conduct targeted searches and utilize advanced search techniques to identify potential candidates with the desired skills and qualifications. · Screen resumes and conduct initial assessments of candidates sourced through digital channels. · Collaborate with hiring managers to understand their needs and develop effective digital sourcing strategies tailored to specific roles. · Stay up-to-date with the latest trends and best practices in digital candidate sourcing and leverage new technologies and tools to enhance sourcing efforts. · Analyze data and metrics related to digital sourcing efforts to evaluate the effectiveness of different sourcing strategies and make data-driven recommendations for improvement. · Provide guidance and support to hiring managers on best practices for digital candidate sourcing and selection. · Create drafts for, and analyze, social media content relating to recruitment outreach. · Assist in talent outreach and workshop events to promote the organization and identify potential candidates. Results/Expected Outputs · Heightened engagement through social media on the recruitment of young talent and talent from less represented regions into UNEP. · Creation and development of UNEP talent outreach/recruitment written documents. · Increased use of attractive outreach products to ensure UNEP is an employer-of-choice. · Any other tasks requiring employer branding

**Eligibility Criteria**

**Age** 27-80  
**Nationality** INTERNATIONAL  
**Additional eligibility criteria**

**DOA Requirements**

**DOA Requirements**

**Required education level** Bachelor degree or equivalent  
**Area(s) of specialisation** human resources management, public administration, or related field is required.

**Required experience**

**Required experience** <sup>3</sup>

**Required skills and experience** recruitment, talent acquisition, or candidate sourcing, with a focus on digital sourcing strategies. · Proficiency with digital recruitment platforms, social media, and other online sourcing tools. · Strong knowledge of advanced search techniques for effective digital candidate sourcing. · Experience in candidate sourcing in emerging markets and regions is required (for example, Eastern Europe, Latin America, the Caribbean, West Africa, West and Central Asia, Southern Africa, Small Island Developing States). · Excellent communication abilities (oral and written). · Strong analytical and data-driven mindset. · Proficiency in MS Office, creative suites software.

## Language

Language	Language skills	Language requirement
English	Fluent	Yes

## Area of Expertise

- Human resources
- Administration

## Driving license required

No

## Type of driving licenses

## Competencies and values

Professionalism: Ability to identify issues, formulate opinions, make conclusions and recommendations; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. · Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. · Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; proven interpersonal skills; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups. · Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity, and self-reliance; and commitment towards the UN core values.

## Other information

### Living conditions and other remarks

The Republic of Kenya is an equatorial nation in the East of 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. Counties are further divided into sub-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 average annual rate of 3%. 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). 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 other smaller cities in the country. 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.

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