

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

#### I. General Information:

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Title:

Junior Professional Officer , Empowerment Unit

Sector of Assignment:

Democratic Governance

Country:

Kenya

Location (city):

Nairobi

Agency:

UNDP

#### II. Supervision:

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Name of Supervisor:

Petra de Leon

Title of Supervisor:

Assistant Resident Representative (ARR)  
Empowerment Unit (Governance and Gender)

Content and methodology of supervision:

Under the overall guidance of the Resident Representative and the general guidance of the Deputy Resident Representative, the JPO will work under the direct supervision of the Assistant Resident Representative in charge of the Empowerment Unit, and will be a member of that units' team and work in close interaction with the other members of that team. The JPO will also work in close interdependency with members of other units to ensure that governance and gender are mainstreamed in the programme as a whole.

Supervision will be based on the annual result and competency assessment (RCA) plans developed within the framework of the duties outlined below.

#### III. Duties, Responsibilities and Output Expectations:

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Under the direct guidance and supervision of the Assistant Resident Representative the JPO will:

- Backstop the implementation of planned activities in the Empowerment Unit. The JPO will be given responsibility for annual work plans focusing on - but not limited to - the following areas: Capacity building for Ministry of Planning and National Development, Ministry of Finance, Kenya Anti-Corruption Commission, Parliament, the Judiciary, the Electoral Commission of Kenya and the NEPAD (New Partnership for Africa's Development) Kenya Secretariat as well as support to Public Sector Reforms and civic education;
- Ensure that gender is mainstreamed in the implementation of planned activities;
- Liaise and maintain close working relationship with key stakeholders in the implementation of the programme activities to ensure maximum results and impact;
- Liaise with development partners and participate in the UNDP Kenya's resource mobilisation;
- Monitor and document programme impact;
- Develop interventions for capacity development for participating institutions;
- Take active part in meetings and other relevant fora related to the programme;
- Participate actively in internal programme meetings;
- Liaise with different UN agencies on behalf of UNDP in promoting strategies for collaborative programming within the context of the different UN Country Team Theme Groups;

- Prepare position papers and background briefs;
- Help the Assistant Resident Representative to develop common strategies as required to ensure consistent in-house flow of information and programme linkages with other units;
- Undertake any other duties as may be assigned by the resident representative, deputy resident representative (programmes) and the assistant resident representative.

#### **IV. Qualifications and Experience:**

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##### Education:

University degree is required in social sciences - preferably political science, law, sociology, economics, development studies or anthropology;

##### Work Experience:

Relevant work experience is desirable for holders of an MA. For holders of a BA, a minimum of three years of relevant working experience is a requirement.

##### Key Competencies of the assignment:

Knowledge of and experience in management and operation of development programmes with particular reference to governance related activities;

Strong analytical skills;

Strong teamwork and communication skills;

Fluency in written and spoken English. Knowledge of French is an added advantage.

#### **V. Learning Expectations:**

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Upon completion of the assignment, the JPO will be able to:

- Analyse development problems and contribute to designing interventions;
- Appraise and prepare annual work plans addressing governance issues;
- Write analytical assessment reports on governance issues;
- Monitor progress and performance of programmes and activities;
- Prepare and monitor programme budgets.

#### **VI. Background Information:**

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The UNDP Kenya Empowerment Unit's overall objective for the activities undertaken in the period 2004-2008 is to support the country in its efforts to restore the rule of law through enhanced empowerment of the people and relevant institutions. This objective demands a focus on making of laws and improved capacity to apply the law, upholding of basic rights of citizens, and ensuring the government's accountability to these citizens through improved governance and decentralization/devolution of power. The UNDP Kenya is therefore working towards achieving the following specific objectives:

- Improved efficiency and accountability in the civil service;
- Promotion of human rights;
- Enhance the institutional capacity of Ministry of Planning and National Development, Ministry of Finance, Parliament, the Judiciary, Ministry of Justice and Constitutional Affairs and other relevant institutions such as Kenya Anti-Corruption Commission and NEPAD Kenya Secretariat.

As a strategy of realizing the above stated objectives, gender will be integrated as a crosscutting issue in all the activities under the programme. Special emphasis will be given to equitable political and social empowerment of women and men, highlighting civic, political, and social rights. Special focus is placed on support to policy development, legal and institutional reforms, capacity building and community empowerment along the stated objectives. These activities will be undertaken in close collaboration with the Government, key development partners, UN agencies, civil society organizations and the private sector.

Please also see attached Organigramme and [www.ke.undp.org](http://www.ke.undp.org).

#### **VII. Information About Living Conditions at the Duty Station:**

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The duty station is Nairobi, the capital of Kenya. The UNDP Country Office is located at the United Nations Offices in Nairobi (UNON). All basic goods and services are available in Nairobi.

Kenya is a multiethnic society with a population of around 30 million people. Officially, Kenya has

42 ethnic groups. The main ethnic groups in terms of population size are; Kikuyu, Luhya, Luo, and Kamba. Kiswahili and English are the official languages. English is used both in Government and Non-Governmental Organizations and the private sector. It is the language used in schools and Universities. Kiswahili is spoken by most Kenyans and is taught in schools as a subject. Christianity and Islam are the main religions. Other religions practiced include Sikhism, Brahmanism, Hinduism, and Hare Krishna. In Nairobi, Islamic prayers are held on Fridays and Christian Church services mainly held on Sundays and also sometimes daily by Anglican, Baptist, Presbyterian, Lutheran, Roman Catholic, Methodist, Salvation Army, Society of Friends (Quakers), Seventh-Day Adventist and Pentecostal.

#### Health

Health conditions in the duty station are generally good. Safe drinking water, sanitation and medical facilities are all easily available. The Nairobi area and highlands are malaria free zones. There is a greater risk of being infected by the disease in other parts of Kenya at lower altitudes, with some seasonal variations. Precautions against malaria must be taken to reduce risks of infection while travelling in such areas. Typhoid, bilharzias, and dysentery are prevalent in rural Kenya due to a shortage of clean water. The country has a high prevalence of HIV/AIDS and all possible preventive measures, including awareness are therefore important.

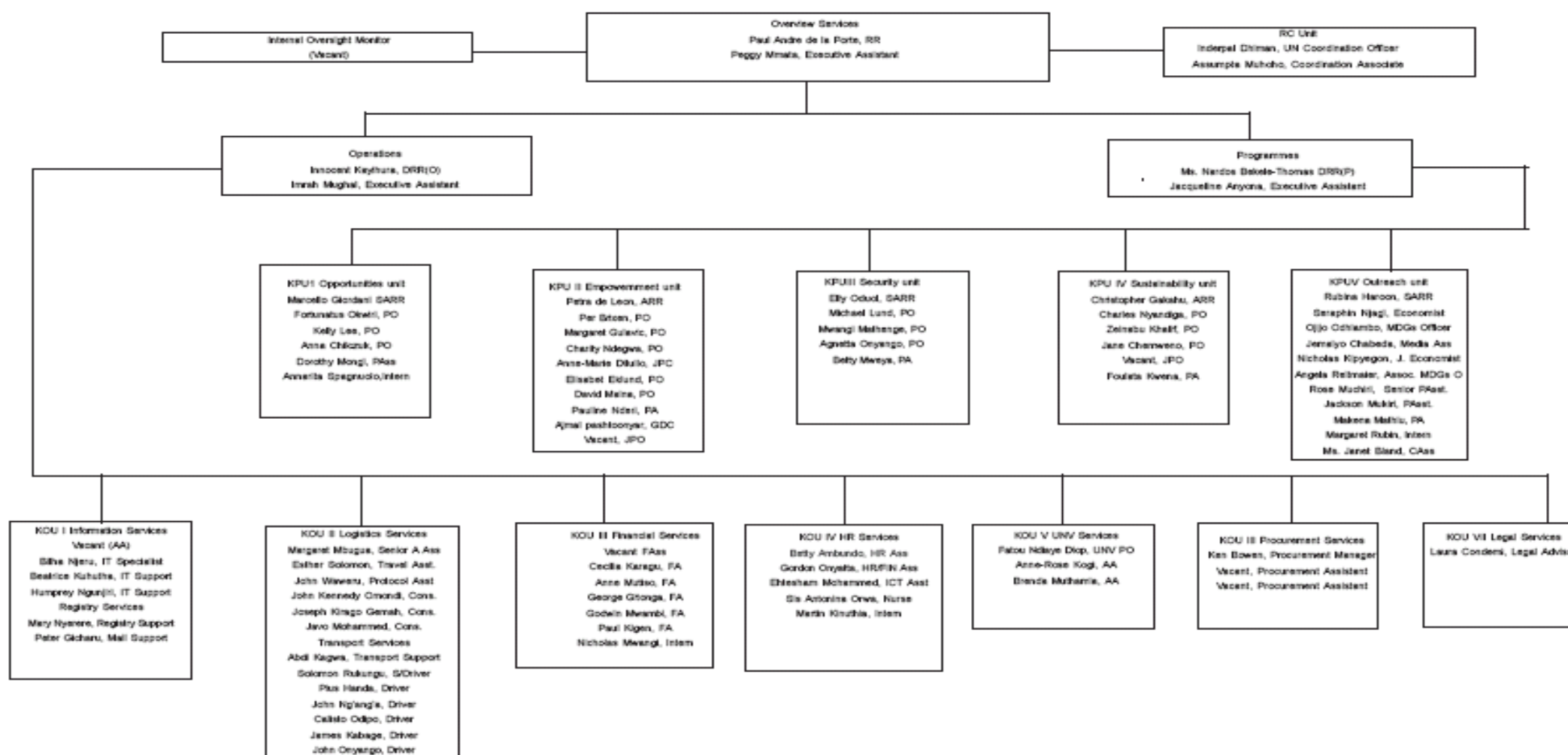
#### Education

Educational institutions are in place for children from nursery, primary and secondary schools to university level. The teaching language is English, although Kiswahili is taught as a subject in the national primary and secondary Schools. There are other schools catering to children of specific nationalities.

#### Security

Personal security is important when travelling in the country. Nairobi, like other major cities in the world experiences varied security problems. Car jacking is recurrent problem and it is advisable for drivers to have doors and windows closed and to be alert at junctions or intersections, avoid lonely roads and driving at night to minimize risk. Giving lifts to strangers should be avoided. Pedestrians should avoid walking in lonely areas unless in groups and avoid wearing jewellery and handling of handbags and other valuables when going into the city centre. Travel out of Nairobi should be made with caution avoiding unescorted visits to security risk areas, such as the northeastern and northern parts of the country. Security clearance from the UN Security Office is required for official travel to such areas. Also prior arrangements must be made with the Kenyan Security Forces who provide escort to travellers to high security risk areas.

# UNDP Kenya Organogram



**Legend**

Opportunities unit covers access to jobs, trade and industry, productive assets, education and skills and ICT for development

Empowerment unit covers access to good governance, gender equality and human rights, decentralized decision making, local finance, urban management

Security unit covers access to prevention and resolution of health, non-communicable and natural disasters, including HIV/AIDS

Sustainability unit covers access to food security, environmental protection, energy conservation, waste management and land suitability

Legend: SARR - Senior Assistant Resident Representative, ARR - Assistant Resident Representative, PO - Programme Officer, PAsst - Programme Assistant/Associate, AA - Administration Assistant, PAsst - Finance Assistant

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