

- Undertake monitoring of the implementation process and evaluating the results and impacts of the projects while organizing periodic feedback to UNDP, Donors and the government of Kenya;
- In collaboration with Expanded Opportunities team and relevant stakeholders, manage day-to-day activities including implementation, reporting and monitoring of Annual Work Plans related to Expanded Opportunities unit;
- Backstop the implementation of specific activities in the Expanded Opportunities Unit as may be prescribed by the Head of the Unit, budgeting and budget management, ensuring timeliness of technical as well as financial reporting from implementing institutions, handling and forwarding requests for direct payment, and other related duties in accordance with UNDP rules and procedures; Coordinate Results Management Guide and Prince 2 training to all new staff,
- Implement, with the support of heads of units, the principles of Results Based Management in all new and continuing NEX projects,

B: Empowerment Component of CPAP

The Empowerment component of the country programme aims to achieve enhanced capacities of key national and local levels governance institutions. The programme component will support initiatives that improve efficiency, effectiveness, transparency, accountability and equity in the delivery of public services as well restore public confidence in the Government's financial management system. The main focus areas of the Empowerment unit are:

- Strengthened capacity of key institutions for enhanced efficiency, effectiveness, transparency and accountability in the formulation and delivery of pro-poor planning and policies
- Develop a culture of constitutionalism
- Enhanced capacity for the promotion and administration of justice and human rights
- Strengthened the capacity for decentralization and participatory development
- Gender mainstreaming in policies and programmes
- Enhanced role of media and information in national development

Programme Analyst

In close collaboration with Government officials, the operations team, programme staff in other UN Agencies, UNDP HQs staff and, technical advisors and experts, multi-lateral and bi-lateral donors and civil society, the Programme Advisor will ensure successful programme implementation ensuring that NEX guidelines are adhered to all times. Specifically the Programme analyst will ensure the following:

- Implementation of programme strategies as contained in the signed CPAP between GOK and UNDP;
- Management of the NEX programme within the Empowerment Unit;

- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top quality policy advice services to the Government and facilitation of knowledge building and management

A: Security Component of CPAP

The Enhanced Security Unit is entrusted with ensuring building capacity and partnerships for a sustained political and administrative leadership in the fight against HIV/AIDS including capacity to mitigate the impact of HIV/AIDS, and Disaster management and reduction of proliferation of small arms. Peace and security as enacted in the UN Charter is the cornerstone for the achievement of the Millennium Development Goals. The main focus areas are:

- Peace building and conflict management,
- Prevention of proliferation of small arms
- Reduction of risks from potential hazards,
- Ensuring that communities are better prepared to deal with disasters that may occur and ensuring that when disasters strike, they can be dealt with efficiently and effectively.
- Building institutional technical capacity for disaster management, preparedness and response
- Supporting institutional capacities for policy dialogue, advocacy for human rights and civil society organizations response on HIV/AIDS and mainstream HIV/AIDS activities in key development sectors.

Programme Analyst

In close collaboration with Government officials, the operations team, programme staff in other UN Agencies, UNDP HQs staff and, technical advisors and experts, multi-lateral and bi-lateral donors and civil society, the Programme Advisor will ensure successful programme implementation ensuring that NEX guidelines are adhered to all times. Specifically the Programme analyst will ensure the following:

- Implementation of programme strategies as contained in the signed CPAP between GOK and UNDP;
- Management of the NEX programme within the Security Unit;
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top quality policy advice services to the Government and facilitation of knowledge building and management

Programme Assistant

- Works in close collaboration with the operations, programme and project staff in the CO and UNDP HQs as required, exchanging information and supporting programme delivery.
- Support the formulation of programme strategies and implementation of the Country Programme Action Plan through:
 - Collection, analysis and presentation of information for identification of areas for support and programme formulation / implementation.
 - Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementations arrangements.
 - Implementation of CO partnerships and resource mobilization strategies.
- Support to management of the CO programme through:
 - Creation of projects in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project.
 - Facilitate disbursement of funds from UNDP to Implementing Partners and ensure accuracy of supporting documents/financial reports received.
 - Presentation of information for audit of projects and support implementation of audit recommendations.
 - Initiation of inventory transfer for closed projects.
 - Following up on progress of programme pipelines by maintaining a record of new projects, assigning them Atlas numbers and entering them in the system once approved.
 - Tracking of the expenditures system by maintaining the obligations matrix.
 - Facilitate disbursement of funds from UNDP to implementing partners and ensure accuracy of supporting documents/financial reports.
 - Provision of guidance to the executing agencies on routine implementation of projects.
 - Ensure conformity of project disbursement requests with procedures, work plans, availability of resources for NEX expenditure, effecting budget line changes.

A: Sustainability Component of CPAP

This component of the UNDP Kenya programme aims at enhancing the contribution of natural resources and environmental management to poverty alleviation and sustainable growth by integrating environmental issues into national development planning, promoting effective community based management of natural resources and expanding opportunities for sustainable production and income diversification. This outcome contributes to Millennium Development goal 7 "Ensuring environmental sustainability". The Main areas of focus of the sustainability unit are:

- Integration of environment and poverty into national policies, strategies and planning process
- Strengthening community level environment and natural resources governance
- Development and distribution of sustainable energy services to meet household needs, to offer income generating and employment opportunities and to service all sectors of the economy
- Support to Kenya for the domestication, implementation and accessing benefits of multilateral environmental agreements

The Programme Assistant

- Works in close collaboration with the operations, programme and project staff in the CO and UNDP HQs as required, exchanging information and supporting programme delivery.
- Support to formulation of programme strategies and implementation of the Country Programme Action Plan through:
 - Collection, analysis and presentation of information for identification of areas for support and programme formulation / implementation.
 - Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementations arrangements.
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 - Provision of guidance to the executing agencies on routine implementation of projects.
 - Ensure conformity of project disbursement requests with procedures, work plans, availability of resources for NEX expenditure and effecting budget line changes.

MDGs Advisor

- Conceptualization, development and implementation of MDG programme strategies.
- Management of the Kenya Country Office MDGs programme portfolio
- Creation of strategic partnerships and national movement on MDGs and implementation of the resource mobilization strategy
- Provision of top quality policy advice services to the Government decision makers; civil society organizations and private sector
- Facilitation of MDGs knowledge building and management

International UNV on Partnerships and Resource Mobilisation

As the trusted neutral and impartial partner, UNDP is best placed to manage a growing portfolio of financial resources targeted at supporting national efforts to eradicate poverty and building capacities of national institutions for programme management, monitoring, evaluation and reporting consistent with internationally acceptable practices.

Communication and Information Officer

Communication, information dissemination and advocacy are vital components of the work of UNDP in Kenya. They help to raise the profile of the country office by giving visibility to its policies and programmes and builds partnerships with major stakeholders.

Programme Assistants

- Programme resources management and analysis
- Project Audit management
- National Execution support services

Procurement Assistants

- Provide procurement services to Nationally Executed Projects (NEX), UNDP Projects and Funds administered by UNDP through preparation of procurement documentation, Request For Quotations, Invitation To Bill, Advertisements.
- Prepare Purchase Orders of requests from various government departments and arranges for the payment of the same through Finance Section.
- Provide procurement training and advisory services on UNDP procurement rules and regulations to government staff dealing with procurement under NEX and Direct Execution (DEX).
- Manage Assets procured under NEX/DEX and maintains a data base which is updated on an annual basis

Administration Assistant

- Conducts briefing for international staff/consultants arriving into the country to provide technical assistance to government ministries having joint initiatives with UNDP.
- Arrange airport reception and departure of senior UNDP and UN international staff, who come into the country to review joint programmes with various government ministries.
- Process the issuance of airport passes to senior programme staff to facilitate meeting of consultants/senior UNDP Headquarter staff who arrive in the country to attend meetings/review various government programmes supported by UNDP.
- Process and obtain Kenya entry VISAS from Ministry of Foreign Affairs through immigration department for UNDP Kenya consultants/senior UNDP Headquarter staff arriving in the country to carry out programme/project work.
- Obtain outbound VISAS from embassies/high commissions for programme staff as well Kenya Government personnel going out of Kenya on programme related issues.
- Arranges for timely clearance of office supplies/equipment/vehicles procured for UNDP programme/government

Finance Assistants

- Monitor financial transactions and accounting reports, as well as reconciliation of accounts, to ensure accurate accounting and up-to-date financial status information.
- Assist the staff, Programme Managers, government counterparts in the interpretation and implementation of Financial Rules and Regulations guidelines, thus ensuring adherence to the reporting requirements. Ensures proper maintenance and handling of the prescribed accounting and financial records.
- Record trust fund and cost-sharing receivables
- Create payment vouchers
- Record receipt of contributions
- File supporting documentation

Human Resources Assistants

It is expected that the incumbent(s) to these positions will:

- Provide substantive support in recruitment, preparation of employment contract, processing documents for salary/fee payment, review and administration of benefits and entitlements to National Execution (NEX) project personnel and provide administrative services to the HR Services Unit.