



unon

UNITED NATIONS OFFICE AT NAIROBI

UNEP

UN-HABITAT



AGENDA

- **Overview & Mission of UNON / UNEP / UN-HABITAT**
- **Structure, Job Profiles and Vacancies**
- **Working at Gigiri**
- **Life in Kenya & Nairobi**
- **Housing**
- **Education**
- **References**



THE CONTINENT



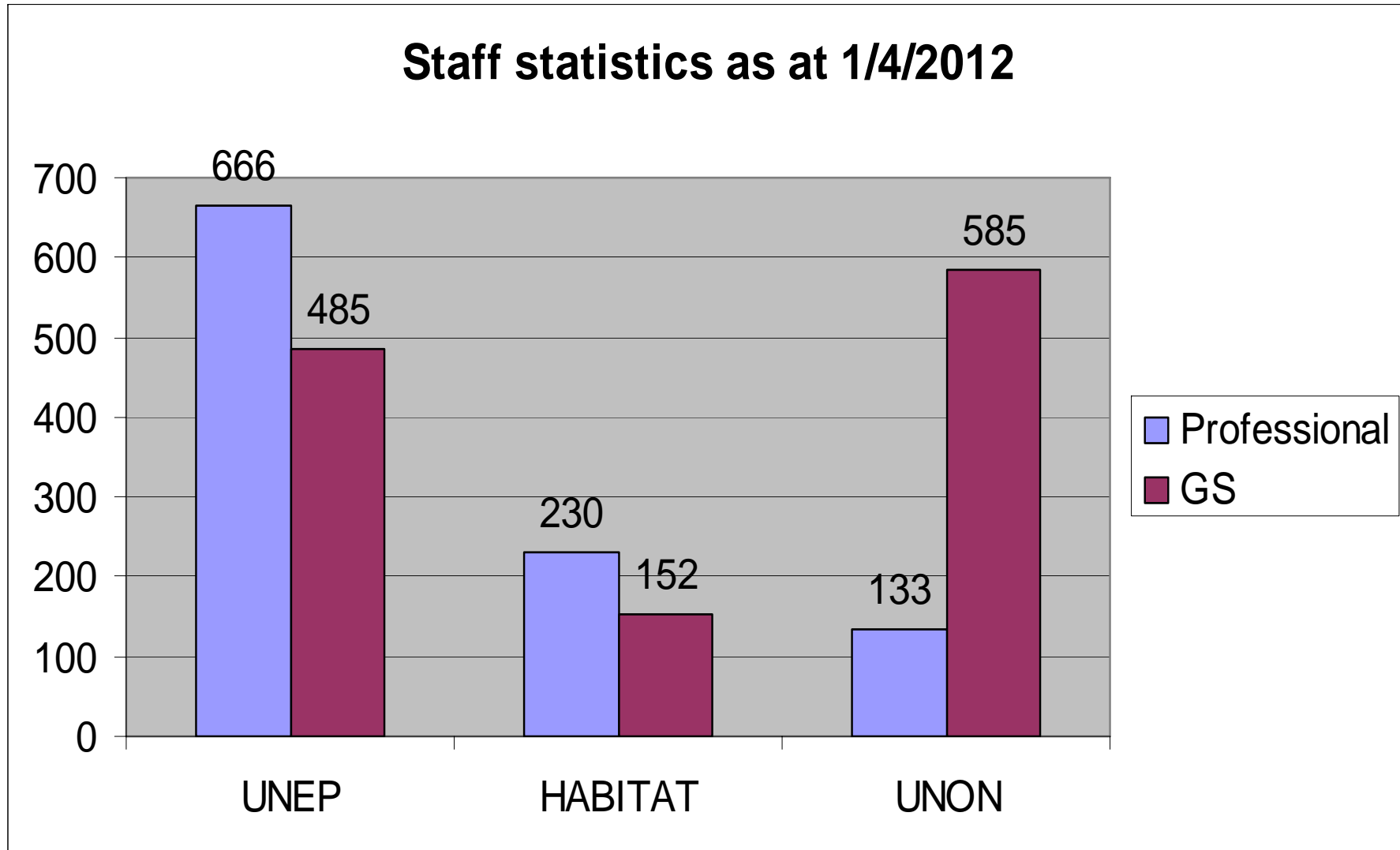


OFFICE HEADQUARTERS





STAFF CATEGORIES





OVERVIEW: UNON

- Also acts as the key administrative centre of the headquarters of UNEP and UN-HABITAT;
- Headed by a Director-General at Under-Secretary-General level, Ms. Sahle-Work Zewde
- Established in 1996, as merger of UNEP and UN-HABITAT administrative sections; 4 main sections:
 - Division of Administrative Services
 - Division of Conference Services
 - United Nations Information Service
 - Security & Safety Service
- Hundreds of NGOs and diplomatic missions are attracted to Nairobi due the large UN presence.
- Provides administrative support to UNON, UNEP and UNHabitat staff at Nairobi Headquarters as well as 55 duty stations



PROFILES NEEDED (UNON)

- **Administration, general and also linked to Conference Services planning and coordination;**
- **Security;**
- **Procurement;**
- **Travel and shipping;**
- **Protocol matters (liaison on duty-free and other matters with Host Country Kenya);**
- **Human Resources;**
- **Budget and Finance (Accounting);**
- **Information and communication technology;**
- **Mail, Pouch and Archives services;**
- **Commercial operations (duty free fuel, commissary and recreation centre),**
- **Building and grounds management.**



OVERVIEW: UNEP

- **UNEP, established in 1972, is the voice for the environment within the United Nations system to promote the wise use and sustainable development of the global environment. UNEP works with a wide range of partners, including United Nations entities, national governments, non-governmental organizations, the private sector and civil society.**
- **UNEP work encompasses:**
 - **Assessing global, regional and national environmental conditions and trends;**
 - **Developing international and national environmental instruments;**
 - **Strengthening institutions for the wise management of the environment;**
 - **Facilitating the transfer of knowledge and technology for sustainable development;**
 - **Encouraging new partnerships and mind-sets within civil society and the private sector.**



PROFILES NEEDED (UNEP)

- **Programme Management**
- **Administrative**
- **Financial management of programmes/projects**
- **Information and Communication specialists**
- **Environment and Natural Science specialists**
- **Economists and Environmental Law specialists**
- **People with development studies with focus on the environment**
- **Capacity building/training specialists;**
- **Finance specialists and economists (housing financing schemes),**
- **Monitoring and evaluation specialists.**



OVERVIEW: UN-HABITAT

- **Established In 1978, after a meeting in Vancouver known as Habitat I.**
- **The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for human settlements, mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.**
- **It is through the Habitat Agenda and the Millennium Declaration that UN-HABITAT contributes to the overall objective of the United Nations system to reduce poverty and promote sustainable development.**



PROFILES NEEDED (UN-HABITAT)

- **Programme Management;**
- **Administrative;**
- **Financial management of programmes/projects;**
- **Urban/rural planners;**
- **Architects;**
- **Gender specialists;**
- **People with development studies with focus on human settlements;**
- **Water and sanitation specialists;**
- **Capacity building/training specialists;**
- **Finance specialists and economists (housing financing schemes),**
- **Monitoring and evaluation specialists.**



VACANCIES

Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Dutystation	Deadline
PROGRAMME MANAGEMENT OFFICER	P-3	22683	Economic and Social Development	Programme Management	United Nations Human Settlements Programme	CAIRO	08/05/2012
HUMAN SETTLEMENTS OFFICER (NETWORKING ON URBAN SAFETY AND SUSTAINABLE DEVELOPMENT)	P-3	22095	Economic and Social Development	Programme Management	United Nations Human Settlements Programme	NAIROBI	23/04/2012

Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Dutystation	Deadline
ADMINISTRATIVE OFFICER	P-3	23306	Economic and Social Development	Programme Management	United Nations Environment Programme	NAIROBI	11/06/2012
INFORMATION NETWORK OFFICER	P-3	22171	Information Systems and Communication Technology	Information System and Technology	United Nations Environment Programme	MONTREAL	29/05/2012
PROGRAMME OFFICER	P-3	22455	Economic and Social Development	Programme Management	United Nations Environment Programme	MONTREAL	11/05/2012



GIGIRI COMPLEX SATELLITE MAP





WORKING AT GIGIRI

- Four days a week between 8am and 4.30pm (or 8.30am-5.00pm), Friday, working hours are 8am-2.00pm (or 8.30am-2.30pm);
- The dress code from Monday to Thursday is smart casual (business attire) and on Friday is casual.





FORMALITIES AND PRIVILEGES

- **The Host Country Relations Unit handles all official arrangements for UNEP, UN-Habitat and UNON staff ensuring that each individual is properly registered with the authorities and aware of all the tax breaks and other privileges to which they are entitled. For new staff, the HCRU serves as a vital single stop after their arrival, obtaining entry permits for them and their dependants, assisting with vehicle registration and road licenses, applying for VAT exemptions, and registering eligible employees for duty exemptions on imported vehicles, household goods, petrol products and personal effects.**



FORMALITIES AND PRIVILEGES continued

- **The Human Resources Management Section also has an arrangement with the United Nations Kenya Local Expatriates Spouse Association (UNKLESA) which provides orientation service to new comers in Nairobi, including a welcome package prior to arrival, airport pick-up, assistance finding accommodation and arrangements with visiting schools as well as completion of Host Country forms.**



LIVING IN KENYA



Kenya is a diverse country, with many different cultures represented (Swahili on the coast, pastoralist communities in the north, and several different communities in the central and western regions).

FOOD: There is no singular dish that represents all of Kenya. Different communities have their own different foods. Foreigners have added more diversity, Indian-asian, Chinese, European and fast food can also be enjoyed.

MUSIC: Kenya is home to a diverse range of music styles, ranging from imported popular music, afro-fusion and benga music to traditional folk songs.

SPORTS: Kenya is active in several sports, among them cricket, rallying, football (soccer), rugby union and boxing.

CULTURE: Kenya holds one of the biggest annual drama events, the Kenya schools and colleges drama festival, in the south of Sahara. The Kenya Buzz website (www.kenyabuzz.com) keep you updated on music, theatre, dance and other events.

NATURE: safaris are very popular among expats. Game watching in the Massai Mara, hiking in the forests on the slopes of Mount Kenya and climbing its snowcapped peaks and snorkling/diving in the Marine National parks are just a few possibilities.

Weather averages for												[hide]
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average high °C (°F)	24.5 (76)	25.6 (78)	25.6 (78)	24.1 (75)	22.6 (73)	21.5 (71)	20.6 (69)	21.4 (71)	23.7 (75)	24.7 (76)	23.1 (74)	23.4 (74)
Average low °C (°F)	11.5 (53)	11.6 (53)	13.1 (56)	14.0 (57)	13.2 (56)	11.0 (52)	10.1 (50)	10.2 (50)	10.5 (51)	12.5 (55)	13.1 (56)	12.6 (55)
Precipitation mm (inches)	64.1 (2.52)	56.5 (2.22)	92.8 (3.65)	219.4 (8.64)	176.6 (6.95)	35.0 (1.38)	17.5 (0.69)	23.5 (0.93)	28.3 (1.11)	55.3 (2.18)	154.2 (6.07)	101.0 (3.98)



LIVING IN NAIROBI

ATTRACTIONS:

- **Nature:** Nairobi Park, this unique real wildlife park is located at the edge of the city. A closer encounter with wildlife can be found at The Giraffe Centre (where you can feed giraffes), The David Sheldrick Wildlife Trust (where orphaned baby elephants and rhino's are nursed back to health, ready to go back into the wild).

- **Culture:** Interest in African art, dance, music etc. is growing rapidly and more and more events are organised by various groups. Also European and Asian cultural centres have a lot to offer. To name a few: The Masaai Market (in town or at Village Market near the UN Office) and various other art galleries and workshops for African arts and crafts, theatres for music and drama, cultural centres (also european, for example: Alliance Francaise, who offer a stepping stone to local artists), music venues and other annual cultural events (like the annual Sawa Sawa Festival with acrobats and musicians from all over Africa and more).

- **History:** both African ethnic and colonial history can be investigated at the National Museum, the Kenya Archives, the railway museum and the Karen Blixen museum.

- **More common entertainment** is offered by Splash (pool), GP Karting, various gyms, sports clubs and health centres (including our own Recreation Centre) and cinemas at the main shopping malls.



Africa's original 'Safari Capital'





HOUSING

- Most expats live in detached houses with beautiful gardens, which can be found in many neighborhoods close to the UN Offices, commuting times of 5, 10 or 20 minutes. Nicely situated apartments complexes with their own pool and gym facilities are increasingly popular;
- Throughout the 1990s, Nairobi earned the reputation of dangerous city. In 2001, the United Nations International Civil Service Commission rated the city as "status C." This has now changed to "B". As a precaution, most houses have security measures in place, such as guards and alarms.
- Crime has been decreasing in the city due to increased security and an improved police presence. The government has taken measures to combat crime in and around the city.



EDUCATION

- The international American curriculum school: International School of Kenya (ISK) is very popular among expats and has a lot to offer. Pre-Kindergarten, Kindergarten, Elementary School, Middle School, High School and International Baccalaureat Education are all housed in one compound.
(<http://www.isk.ac.ke/>)
- International British curriculum school are abundant in Nairobi, they are equally popular with expats:
 - Kindergarten:
 - Kabete Kindergarten
 - Peponi House Preparatory School
(<http://www.peponihouseschool.co.ke/>)
 - From ages 12 to 18:
 - Peponi School, including boarding facilities
(http://www.wisbi.com/istd-viewschool/4690-Peponi_School.html)
 - Braeburn School
(<http://www.braeburn.com/>)



REFERENCES

Address:

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Fax: +254 20 7624134

UN Kenya Local Expatriate Spouse Association

For employment opportunities and/or social network

Telephone: +254 20 7622464

E-mail: unklesa@unon.org

Internet Links:

<http://www.unon.org/>

<http://www.unhabitat.org/>

<http://www.unep.org/>

<http://www.unon.org/karibukenya/>

http://unkenya.org/?Virtual_tour_UNON:Upper_concourse