

ADVERTISEMENT
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IVN/EVN/HAR/20/01

Title of Post	Programme Associate	Category/grade	General Service, G6
Post Number	10029900	Type of contract	Fixed-term Appointment
Location	Hargeisa, Somalia	Date of Issue	1st April 2020
Effective date of assignment	As soon as possible	Closing Date	14th April 2020

Organizational Setting and Work Relationships:

The Programme Associate would normally receive guidance from more senior programme staff in the operation/bureau/division. S/he may receive indirect guidance from other sections and units relevant to the country/region programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Associate. S/he is expected to stay abreast of the challenges posed by the operational context, the UN and humanitarian reform and institutional developments.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor programme activities and implement administrative requirements. The incumbent will have to establish good working relationships with their peers at country level to facilitate the collection of information and other programme management related activities.

The incumbent is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Manual, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Support the assessment and analysis of the needs of persons of concern in the country/region in a participatory manner and using an Age, Gender and Diversity (AGD) perspective as basis for planning.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities related to programme management if applicable.
- Assist in organizing and documenting the selection of partners in accordance with the policy on selection and retention of partners, ensuring due diligence to meet the requirements of projects.

- Provide support to the field with technical advice to ensure partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Support the implementation and performance of partnership agreements through field visits and appropriate physical monitoring if applicable, reviewing performance and financial reports.
- Support the development and implementation of MFT monitoring plans for activities implemented through partnerships and those under direct implementation in line with Programme Manual and programming instructions.
- Contribute to the review and analysis of operations plans, mid-year and year-end reports of the different UNHCR offices, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate and maintain records of implementation rate (performance progress and expenditures) on a regular basis.
- Follow up on any change in regards to alignment of results chain, verifying indicators, budget, prioritization, apportioning needed to measure programme performance, trends and target interventions, contributing to soundness of Operations Plan and enhancement of data quality.
- Follow up with UNHCR offices the compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- Provide support to the field through technical advice and training on resource allocation processes and other programmatic issues.
- Use UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight and FOCUS Reader, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.
- Support UNHCRs programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Perform other duties as required

Essential Minimum Qualifications and Professional Experience:

- Education: Completed high school diploma plus Advanced Training/Certificate
- Job experience: Minimum 6 years of relevant work experience
- Demonstrated experience in programme management, Operation Management Cycle and related processes. Knowledge of Results Based-Management.
- Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc.)

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

Desirable Experience:

- Completion of UNHCR Learning Programmes or specific training relevant to function of the position including Programme Management – Level 1. E-tutoring of PM1, Framework for Implementing with Partners Learning Programme. Experience in programme management training and capacity building activities.

Functional Skills

- *IT-Computer Literacy
- PG-Programme Management (project formulation, programme cycles and reporting standards)
- PG-Results-Based Management
- DM-Database Management
- PG-Programme Analysis
- PG-Assessments and Surveys

(Functional Skills marked with an asterisk* are essential)

Required Competencies:

Core Competencies:

- Accountability
- Communication

- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies

- Empowering and Building Trust
- Managing Resources

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

Eligibility:

Internal candidates: Interested current staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding your eligibility, you may also contact the HR Unit.

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form by e-mail clearly stating the position title, vacancy notice number in the subject line to: sommohrs@unhcr.org by the **14th April 2020**.

The Personal History Form and its supplementary sheet is attached and also available at the following link: <http://www.unhcr.org/recruit/p11new.doc>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.