



ADVERTISEMENT
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IVN/EVN/MOG/20/04

Title of Post	Assistant Programme Officer	Category/grade	National Professional Officer, NOA
Post Number	10029890	Type of contract	Fixed-term Appointment
Location	SO Mogadishu, Somalia	Date of Issue	14th May 2020
Effective date of assignment	1st September 2020	Closing Date	27th May 2020

Organizational Setting and Work Relationships:

The Assistant Programme Officer will be based in Sub-Office Mogadishu and receives guidance from more senior programme staff in the operation and may supervise a small team of local staff. S/he will report to the Programme Officer in Sub office Mogadishu, but from time to time provide support to Head of Office in the absence of the Program Officer, and coordinate with Programme Team in Representation Office to provide overall support to the operation. The incumbent may refer to UNHCR’s Programme Manual (Chapter IV), UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations for further guidance.

The Assistant Programme Officer will support the provision of programmatic guidance and support with regard to the implementation of protection and solutions strategies within available resources. The incumbent will play a role in coordinating with the other sections/units to ensure harmonized programmatic approaches at all levels and throughout the UNHCR Operations Management Cycle. S/he will work in line with the overall UNHCR directions which crucially require working with partners, including with persons of concern, governmental institutions and the private sector, ensuring that programme management is approached as per UNHCR’s Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), corporate positions on SDGs.

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.

Operational Context:

The Sub office of Mogadishu office is located within AAIA. The Sub Office covers South-Central region of Somalia, comprising, Banadair, Gedo, Bay, Lower and Middle Shabelle and parts of Hiran. The Sub Office interacts with each member state in the region separately through partnership agreement signed with the humanitarian agency of the respective member state. Currently, Sub- Office Mogadishu covers UNHCR Field Offices in Kismayo, Baidoa, Dollow, Dhobley and Mogadishu managed by Field Officers that directly interact with the persons of concern and government authorities in the different locations.

The main populations covered under the protection mandate of UNHCR in Somalia are IDPs, Refugees and Asylum Seekers and Somali refugee returnees. The operation protection assistance to IDPs are administered under cluster approach, with UNHCR as lead/co-lead of Protection, Shelter & NFI and CCCM.

The Assistant Programme Officer will provide programme management support to all field offices under the sub-office and work with programme team in the Representation office. The incumbent therefore needs to have prior

experience in programme management function with UN Agencies or International NGO's. Additionally, s/he has to have excellent drafting skills.

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

- Assist the program officer in strategic planning and designing contribution of the Sub office to the country operation plan;
- Ensure resource mobilizations, including fundraising, and coordination of reporting to donors
- Support in assessing and analysing the needs of persons of concern in a participatory manner, using an Age, Gender and Diversity (AGD) perspective as basis for planning.
- Provide support on programmatic aspects of developing multi-year protection and solutions strategies and annual plans with corresponding priorities taking into account corporate priorities.
- Support Results Based Management and programme capacity in light of evolving requirements, programming approaches and gaps.
- Assist the planning process in compliance with planning parameters outlined in the Programme Manual and the planning instructions.
- Contribute to the review and analyse of plans, mid-year and year-end reports of UNHCR offices in the region, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards.
- Assist with the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.
- Contribute to the successful application of the framework for implementing with partners, including the effective implementation of the policy on selection and retention of partners, management of partnership agreements, risk-based project performance monitoring, and risk-based project audits, among others.
- Contribute to ensure consistent and coherent monitoring approaches, tools and systems within the Area of Responsibility (AoR), in line with global standards and policies.
- Actively contribute to UNHCRs programming of community of practice and continuously contribute to improvements of programming tools and processes.
- Identify potential gaps and problems and in cooperation with other relevant sections recommend appropriate solutions to ensure the efficient implementation of programme activities.
- Assist in a timely and effective follow-up of internal and external audits observations and recommendations that relate to programmatic issues.
- Perform other related duties as required.

Minimum Qualifications

Education and Professional Work Experience:

Years of Experience / Degree Level

For P1/NOA - 1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree

Field(s) of Education

*Business Administration;
Economics;
Social Sciences;
or other relevant field.*

(Field(s) of Education marked with an asterisk* are essential)

Relevant Job Experience

Essential:

Demonstrated experience in programme management including familiarization with the OMC and sound knowledge Results Based-Management. Demonstrated experience in field operations, sound knowledge on the centrality of protection in programming, Joint Needs Assessments and the principles of targeting.

Desirable:

Demonstrated experience in coordination within an inter-agency context and other actors, in a refugee or humanitarian context. Sound experience in program management training and capacity building activities.

Functional Skills

PG-Programme Management (project formulation, programme cycles and reporting standards)

PG-Results-Based Management

PG-UNHCR's Programmes

PG-Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

Competencies Requirements:

Core Competencies:

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

Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making
- Managing Performance

Cross-Functional Competencies

- Analytical Thinking
- Change Capability and Adaptability
- Negotiation and Conflict Resolution

Eligibility:

Should be a Somali National (Proof of Nationality required)

Group 1 & 2: Interested current staff members should consult the Instruction on Recruitment and Assignment of Locally Recruited Staff (**RALS**). 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 **27th May 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.