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UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IVN/EVN/MOG/20/03

Title of Post	Assistant Project Control Officer	Category/grade	National Professional Officer, NOA
Post Number	10026874	Type of contract	Fixed-term Appointment
Location	RO 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 Project Control Officer is part of the multi-functional team. In coordination with DFAM's Implementing Partnership Management Service, s/he is responsible and accountable for providing substantive support, guidance, and oversight on the effective management of the Enhanced Framework for Implementing with Partners (the Framework) as well as oversight on the effective management of Direct Implementation.

Complementary to programme management, s/he will support and conduct analysis and assessment of risks associated with partnerships and direct implementation, policy compliance, operational practices, mitigation measures and gaps and make technical recommendations or decisions in line with the principles of the Framework, of UN/UNHCR's financial rules, policies and regulations and operational context.

The incumbent prompts partnership integrity and other safeguarding mechanisms for ensuring sound stewardship and accountability of funds entrusted to partners or through direct implementation arrangements (e.g. contracts for the procurement of goods and/or services) to ensure resources are used in the most efficient and effective manner to attain the best results for persons of concern.

The Assistant Project Control Officer will promote dialogue and consultations for strengthening partnerships and have frequent contacts with UNHCR colleagues, particularly project control and programme staff. S/he may have contact with external stakeholders, such as UNHCR-funded partners, auditors, oversight bodies, and host governments on matters related to partnerships. The incumbent will be mindful of all dimensions of partnerships in accordance with the Principles of Partnership, the Code of Conduct, UN/UNHCR's financial rules, policies and regulations and other relevant documents.

The incumbent normally works under the direct supervision of the Project Control Officer.

Operational Context:

The Somalia operation works with over 30 partners (Government, International NGOs and National NGOs) who have continued providing life-saving assistance to those in need. The Assistant Project Control Officer will have contact with all these partners and expected to build and maintain relationships with them. The operation has three Sub Offices, each with a Project Control Associate and the Assistant Project Control Officer will be required to provide technical support and guidance to the Project Control Associates. In addition, the Assistant Project Control Officer will be the backup for the Project Control Officer during his/her absence implying that the incumbent needs to have a

deep insight on UNHCR's Enhanced Framework for Implementing with Partners (the Framework) as well as UNHCR's Direct Implementation.

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

- Participate in the annual assessment and planning cycle.
- Assist with the review of project agreements, ensuring that they are in conformity with Country Operation Plans and UNHCR's rules, policies and procedures.
- Assist with the formulation and implementation of a performance project monitoring plan in collaboration with the Programme Unit and MFT.
- Assist with the development of the direct implementation monitoring plan in collaboration with the Programme Unit and other relevant functions.
- Assist with the support of Programme and other relevant functions in the selection of implementation modalities.
- Contribute to tracking the management of project and direct implementation risks in collaboration with the Programme Unit, and report major risks to senior management.
- Contribute to reviewing, analysing and verifying Financial and Performance Partner Reports (PFR and -PPR), and to checking accuracy and consistency between PFR and PPR, in accordance with partnership agreements.
- Monitor, track and verify that expenditure for direct implementation by UNHCR is in line with the approved budget.
- Conduct reviews of the internal control systems of partners implementing projects and provide advice as required.
- Provide input on identified variants, risks and issues to partners, Programme Unit and escalate to management as required.
- Support timely project closure in coordination with the Programme Unit.
- Provide input to the mid- and end-year programme review process on issues related to project control.
- Maintain professional relationships with partners implementing projects and UNHCR's contractors.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- 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;

Management;
or other relevant field.

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

Certificates and/or Licenses

Accounting;
Auditing;
Assc Chartered Certificate Account
Chartered Inst. Of Management Account
Institute of Mgmt Accountants
Chartered Accountant
Certif. Practising Accountant

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential:

Good knowledge of international auditing standards.

Desirable:

Good understanding of the workflows of major Enterprise Resource Planning financial modules (such as PeopleSoft, SAP or Oracle). Working experience with accrual accounting (such as IPSAS or IFRS).

Functional Skills

PC-Project Control;
FI-International Auditing Standards;
FI-Auditing practical experience;
MS-Monitoring & Evaluation;
MS-Data Collection and Analysis;
MS-Reporting skills;
UN-UN/UNHCR Financial Rules and Regulations and Procedures;

(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

- Judgement and Decision Making

Cross-Functional Competencies

- Analytical Thinking
- Negotiation and Conflict Resolution
- Planning and Organising

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.