



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina de ACNUR en Lima, Perú

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Lima, 11 April 2019

Ref: 19/LIM/010- Vacancy announcement for UNHCR Lima, Peru

Post Title	Snr. Programme Assistant
Post Level	UNOPS LICA 5
Duty Station	Tumbes, Peru
Closing Date	29 April 2019 (inclusive)
Type of contract	Seven months on UNOPS Contract from 1 June 2019

Background:

The United Nations High Commissioner for Refugees-UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives.

More than 700.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Over 155.000 had applied for refugee status by December 2018. In order to attend this emergency, UNHCR is scaling up its presence in the country and has set up a national office in Lima and two other field offices in Tumbes and Tacna.

UNHCR is responding to the influx directly and through the support of the Government of Peru. It works with authorities, communities, other UN agencies, NGOs and civil society to strengthen protection responses.

UNHCR is providing direct technical and material assistance to the Special Commission for Refugees in order to deal with the asylum backlog, to strengthen registration procedures and access to refugee status determination procedures. UNHCR and its partners are supporting Venezuelans and host communities by implementing multi-sectoral activities in terms of information gathering and analysis (including age and gender disaggregation), identification and referral of those most vulnerable (including women and children at risk), reception, protection and documentation, shelter, access to primary health care, to education, material assistance and other key assistance through cash based interventions. UNHCR has scaled up its protection monitoring capacities at the border and in urban settings to enhance the identification of individuals with protection or other specific needs, including those of

children at risk, SGBV survivors and LGBTI, as well as the referral mechanisms to essential services.

Coordination of the response to Venezuelan populations is being undertaken with IOM (International Organization for Migrations) in accordance with the decision of the UN Secretary General. In the mark of this joint leadership/coordination, UNHCR and IOM Peru have set-up a regional coordination platform and a local inter-agency working group on refugees and migrants called GTRM (*Grupo de Trabajo sobre Refugiados y Migrantes*) aiming to support the government response.

Organizational Context:

The incumbent normally receives guidance from more senior programme staff in the operation. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Programme Assistant.

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.

Functional Statement:

Accountability:

- UNHCR country office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibility:

- Collects, registers and maintains information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

Authority:

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Access the relevant information and programme records, Focus/ MSRP data.
- Represent UNHCR in physical monitoring of projects.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field.
- Minimum 4 years of previous job experience relevant to the function.
- Computer skills (in MS office).
- Fluency in Spanish and working knowledge of English language (as applicable in the duty station).

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

Submission of Applications:

Non-UNHCR staff members shall submit their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

All candidates should submit their application via e-mail to admin.peru@unhcr.org. Kindly indicate: **“SnrProgAssist-April2019”** in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.