

Regional Office for Southern Latin America

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Ref: 19/AF/066 - Vacancy announcement for UNHCR National Office in Chile

Post Title	Senior Programme Assistant
Post Level	Individual Contractor UNOPS (LICA 5)
Duty Station	Santiago, Chile
Closing Date	28 April 2019 (inclusive)
Type of contract	From 15 May to 31 December 2019

General background of Project or Assignment:

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

The UNHCR National Office in Chile is located in Santiago and it is covered by the UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers five countries: Argentina, Bolivia, Chile, Paraguay and Uruguay.

The Senior Programme Assistant assists in the planning, programming, implementation and monitoring of assistance projects to persons of concern. The incumbent undertakes field visits to evaluate and improve the assistance projects. The Senior Programme Assistant also provides input for the country operations plan (including budgets, staffing levels and structures) as well as prepares inputs for funding submissions, appeals and reports.

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.

Overall purpose and Scope of Assignment:

- Assisting in assessing the needs of persons of concern in the country in a participatory manner and designing programming that responds to the gaps identified;
- Ensure that Project Partnership Agreements are established in a timely manner, regularly monitored and reported on in line with UNHCR's partnership policies and guidelines;

- Ensuring that activities implemented directly by UNHCR are established in a timely manner, regularly monitoring and reporting on in line with UNHCR's programming policies and guidelines;
- Assist in issuance of audit certificates for implementing partners;
- Assist in developing contingency plans and adjusting programming to respond to new and emerging operational challenges for the country;
- Assist in developing the annual country operations plan in compliance with UNHCR's global and regional priorities;
- Ensure that UNHCR and partner staff are familiar with UNHCR's programme policies and guidelines, including in Results Based Management (RBM);
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of UNHCR programming;
- Apply UNHCR's corporate RBM tools to record data, assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Prepare status and progress reports, tables and draft correspondence;
- Prepare background material for use in discussions and briefing sessions;
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generates data for evidence-based decisions at the country-level;
- Build a strong relationship with relevant stakeholders to enhance socio-economic inclusion of UNHCR's persons of concern. This includes working with line ministries, municipalities and development actors to adapt their programmes to become inclusive of UNHCR persons of concern, working with the private sector to enhance inclusion of UNHCR person of concern in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector services providers to include UNHCR persons of concerns in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection etc.);
- Perform other duties as required.

Monitoring and Progress Controls:

The incumbent will work under the direct supervision of the Programme Associate, and report based on a regular task schedule which will contain objectives, tasks and responsibilities. In addition, an annual performance evaluation report is also mandatory.

Minimum qualifications and professional experience required:

- Completion of secondary education with post-secondary training in Economics, Business Administration, Social Science, Development Studies, International Law or related field;
- Minimum 5 years of job experience relevant to the function;
- Proficiency in Spanish and English is required. Working knowledge of another relevant United Nations language or local language is an asset;
- Desirable prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.
- Candidates must be Chilean, naturalized or have a valid work visa.

Key Competencies:

PROFESSIONALISM

Knowledge of refugee rights issues and ability to identify related problems in their political, ethnic, racial, gender equality and socio-economic dimensions. Knowledge of institutional mandates of UNHCR, prevailing policies and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: **“Snr Programme Assistant CHILE”** 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.