

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR

Position Title	Senior Programme Associate
Vacancy N°:	082/19
Category & Level:	General Service, G-7
Contract Type:	Temporary Appointment
Place:	Riohacha
Effective Date:	At the soonest
Closing Date:	1 July 2019

ORGANIZATIONAL CONTEXT

The Office of the United Nations High Commissioner for Refugees – UNHCR is mandated to lead and coordinate international action to protect refugees and solve 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, until they can return home voluntarily, integrate locally or to resettle in a third country. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of over 11,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people.

The Senior Programme Associate would normally receive guidance from more senior programme staff in the operation. The incumbent normally supervises some support staff. 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 Associate. S/he is expected to stay abreast of the challenges posed to the region by the political 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.

To find out more information about UNHCR, please visit our [website](#).

FUNCTIONAL STATEMENT

Accountability

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibility

- Provide inputs for developing the country operations plan for overall compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Assist in organizing and documenting a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities.

- Assist in negotiating agreements with implementing partners and ensure that IP agreements are established in conformity with UNHCR's financial rules and the latest Headquarters' instructions.
- Assist in the design and preparation of detailed operations plan according to UNHCR standards and draft relevant agreement to be concluded with IPs.
- 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; undertake field visits.
- To ensure quality programmes, use 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 keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports.
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

Authorities

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.
- Represent UNHCR in physical monitoring of projects.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Social Science, International Law or related field.
- Minimum 11 years of previous job experience relevant to the function.
- Computer skills.
- Empowering and Building Trust
- Managing Performance
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Completion of 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.

ELIGIBILITY

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff – PPAL.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (PHF)** and its **supplementary pages** (if applicable) by e-mail with “**LASTNAME, Name – Senior Programme Associate TA Riohacha**” in the subject line to colbovac@unhcr.org by **1 July 2019**.

Please use attached Personal History Form to apply duly signed and dated. Applications received in other forms will not be considered. Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates may be required to sit for a test and a competency based interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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>