



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/KEN/KAK/16/007

Title of Post	Associate Program Officer (On Replacement Capacity)	Category /Grade	NOB
Post Number	10016576	Reporting Date	Immediately
Type of Contract	Fixed Term Appointment (Initial contract - 2 years)	Date of Issue	17 June 2016
Location	Sub Office Kakuma	Closing Date	30 June 2016

Organizational Context (role of the position within the team, describing its leadership role, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent)

The incumbent receives guidance from more senior programme staff in the operation, the Deputy Representative or the Representative. The incumbent may supervise some support staff. He/she may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Associate Programme Officer. S/he is also expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments.

External contacts are predominantly with persons on subject matters of importance to Organization's programme (e.g. counterparts in other organizations or at working level in national Governments).

Accountability (key results that will be achieved)

- 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 (process and functions undertaken to achieve results)

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters.
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Assist in organizing 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 training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme management.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions.
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and 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.
- Monitor the implementation of IP Risk Management techniques and tools.
- Perform other duties as required.

Authority (decisions made in executing responsibilities and to achieve results)

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Represent UNHCR in UN and other fora on programme and technical issues as delegated by programme senior management.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.

Essential Minimum Qualifications and Experience

- University degree or equivalent in Business Administration, Law, Economics, Social Science or related field
- Minimum 4 years of previous job experience relevant to the function.

- Excellent knowledge of English and working knowledge of another UN language.

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 another relevant UN language
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Computer skills (in MS office)

Competencies:-

Values

- Integrity
- Professionalism
- Respect For Diversity Core Competencies

Core Competencies

- Accountability
- Team Work & Collaboration
- Communication
- Commitment to Continuous Learning
- Client & Results Orientation
- Organizational Awareness

Candidates May Also Be Tested On **Relevant** Managerial and Cross Function Competencies. Examples Are Listed Below:-

Managerial Competencies

- Empowering & Building Trust
- Managing Performance
- Judgement & Decision Making
- Strategic Planning & Vision
- Leadership
- Managing Resources Cross - Functional Competencies

Cross - Functional Competencies

- Analytical Thinking
- Innovation & Creativity
- Technological Awareness
- Negotiation & Conflict Resolution
- Planning & Organizing
- Policy Research & Development
- Political Awareness
- Stakeholder Management
- Change Capability & Adaptability

Submission of Applications

This vacancy is open for qualified Kenyans **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link - <http://www.unon.org/docs/P11.doc> and attach it to their application for the position. Applications should be send to: The Secretary, Regional Assignments Committee (RAC), Human Resources Section, Nairobi postal address, P.O. Box 43801, 00100 or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place). Please quote Reference: **IVN/EVN/KEN/KAK/16/007**.

Candidates should also submit copies of academic Certificates from the relevant institutions.

Refugees - who cares? We Do.