



Programme Officer Profile
Various Locations

Grade: For Junior (P2) and Mid (P3) Level Positions

Deadline for Applications: Open Call for Applications

The Programme Officer assists in the planning, implementation, monitoring and reporting of protection and assistance programming for refugees, internally displaced and stateless persons. The incumbent undertakes field visits to monitor the implementation of programming and introduce corrective measures where needed. The Programme Officer also provides input for the annual country operations plan, including budgets, and prepares inputs for funding submissions, appeals and reports.

RESPONSIBILITIES INCLUDE:

- 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 (PPAs) 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.
- Support the organizational fundraising actions by maintaining regular contact with donor representatives and by submitting project funding submissions and appeals in collaboration with UNHCR's resource mobilisation colleagues.
- 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.

Minimum qualifications and professional experience required:

For positions at the P2 level

Requirements:

- University degree in Economics, Business Administration, Social Science or related field.
- Minimum of 2 years of relevant experience with Advanced University/Master's degree (4 years with University/Bachelor's Degree).
- Excellent knowledge of English and good working knowledge of another UN language.

For positions at the P3 level

Requirements:

- University degree in Economics, Business Administration, Social Science or related field.
- Minimum of 6 years of relevant experience with Advanced University/Master's degree (8 years with University/Bachelor's Degree).
- Excellent knowledge of English and good working knowledge of another UN language.

To apply and read a detailed Job Description, please visit: http://bit.ly/Careers_UNHCR

UNHCR is an equal opportunity employer and female candidates are strongly encouraged to apply