

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Job Opening No.: 16/HCR/KGL/VN/024  
Title of Position: Associate Education Officer  
Position Number: 10024935  
Category & Level: National Professional Officer, NOB  
Location: Kigali  
Effective Date: 01 August 2016  
Duration: initially for a period of one year  
Closing Date: **08 July 2016**

**ORGANIZATIONAL CONTEXT**

The incumbent will act as a focal point for education in the area of operation and, under the leadership of the supervising officer(s), support UNHCR's work regarding education and advocacy on all issues related to UNHCR education programmes and strategic directions. He/She normally works under the direct supervision of the UNHCR Protection Officer and overall supervision of the Deputy Representative (Operations). Under the general direction of supervising Officers, the incumbent will support the implementation of global level policies, including the UNHCR Education Strategy. The incumbent may liaise with the Ministry of Education and with Education Coordination networks at national, provincial and district levels to improve the quality of refugee education. He/She will liaise with partners to assess the education context, to develop an implementation plan and to monitor the programme and assess impact. He/She will work in collaboration with in-country education partners to improve access to, and quality of, refugee education at all levels, both formal and non-formal and may liaise with partners for joint support for education access for refugee and host community children. He/She will develop innovative education approaches for emerging needs in refugee education, including attention to special needs, minorities, girls, pre-school education and non-formal activities. He/She will facilitate inter-sectoral linkages with programmatic areas including child protection, SGBV, gender, community services, livelihoods and health, among others. The incumbent may supervise lower grade education staff.

**FUNCTIONAL STATEMENT**

**Accountability**

- The education needs of refugees are met through the application of International and National Commitments, including the MDGs and EFA commitments, relevant UN/UNHCR protection standards and IASC principles governing humanitarian coordination, including those of the INEE.
- Education activities are guided by global, regional and country priorities and reflect UNHCR's policy on age, gender and diversity (AGD).
- Issues related to education access and quality is addressed from a longer-term perspective.
- Collaborative, consultative partnerships ensure quality education planning and service provision for refugees.
- Participation of persons of concern in decisions and initiatives pertaining to their own education is assured through continuous assessment and evaluation using participatory, rights and community based approaches.
- All protection incidents related to education activities are immediately identified and addressed.
- Integrity in the delivery of education services is assured by education and protection staff. Persons of concern are treated with dignity and respect.

**Responsibilities**

- Stay abreast of political, social, economic and cultural developments that have an impact on access to and quality of education and inform the development of the education strategy.

- Actively pursue opportunities to implement UNHCR's urban policy and support mainstreaming refugees within national education systems. Coordinate with relevant partners to support access to education for refugees and host communities.
- Assist in providing comments on existing and draft legislation related to education for persons of concern.
- Coordinate with partners and other actors in education to adapt the Education Strategy to the local context and ensure ownership.
- Collaborate closely with partners to ensure coherent annual planning based on a longer-term strategy, and jointly monitor and assess implementation, providing advice on programme reorientation where necessary.
- Provide technical advice and guidance on education issues to persons of concern; liaise with competent authorities to ensure the issuance and recognition of education relevant documentation.
- Implement education programmes in line with Inter-agency Network for Education in Emergencies (INEE) standards and the child protection systems approach.
- Facilitate inter-sectoral linkages with child protection, SGBV, gender, community services, livelihoods, environment, shelter and health, among others.
- Provide inputs for the development of global/regional international education policies and standards.
- Ensure that PASS instructions relating to education programming and reporting are understood and followed.
- Intervene in cases of denial of access to education with government and other relevant parties.
- Identify and promote education activities that support durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess needs for services of persons of concern, as related to education, and coordinate partners' responses.
- Systematically promote and comply with the Age, Gender and Diversity policy and other priorities such as the guidelines on HIV/AIDS.
- Advocate with authorities for respect of the right of persons of concern to an education and for their access to education services.
- Coordinate with Education networks and ensure that refugee education interests are understood and included in relevant policies and initiatives.
- Identify gaps in education service provision and advocate with relevant authorities for service provision.
- Ensure that best practices are identified, documented and widely disseminated.
- Support the country education information management strategy through the collection of disaggregated data on populations of concern, and ensure the collection and dissemination of education information and best practices to enhance education delivery.
- Undertake initiatives to build the capacity of communities and persons of concern to assert their right to education and access to quality education.
- Promote and participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen access to quality, certified education for refugees.
- Contribute to a communications strategy that generates external support for UNHCR's education activities and the education rights of persons of concern.

## **Authorities**

- Intervene with authorities on education issues.
- Negotiate locally on behalf of UNHCR.
- Make recommendations on individual education related cases.
- Appraise the performance of supervised staff.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of education services.
- Approve individual payments to individual cases.

## **ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

- University degree in Education or Social Sciences or a related field.
- Minimum of 4 years of relevant work experience.
- Background in relevant education systems with good knowledge of relevant curricula.
- Demonstrated work experience in education programmes.
- Field experience in programme implementation and coordination.
- Knowledge of refugee protection principles and framework.
- Familiarity with INEE standards.
- Excellent knowledge of English and working knowledge of another UN language.
- Excellent knowledge of local language and local institutions.

## **DESIREABLE QUALIFICATIONS AND COMPETENCIES:**

- Training and coaching skills/facilitation of learning.
- Field experience in education programme implementation and coordination.
- Demonstrated work experience in refugee education programmes.
- Experience with educational research, teaching or education administration.
- Demonstrated expertise in community services, community development/organization, social work, social surveys/ assessment, counselling, or related areas.
- Team building/development training.

## **ELIGIBILITY**

Candidates must be primarily Rwandan nationals.

General Service staff, regardless of grade or length of service, with a relevant degree and meeting UNHCR standards for recruitment to the National Professional Officer category can apply, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

Applications must be supported by documentation of fully effective performance history and demonstrated potential to assume professional responsibilities. National Professional officers who have served for a minimum of one year in their present post will be eligible to apply. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL) paragraphs 70-77.

## **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with "**LAST name – Associate Education Officer (10024395) position**" in the subject line to: [RWAKIHRAPPS@unhcr.org](mailto:RWAKIHRAPPS@unhcr.org) by **08 July 2016**.

Shortlisted candidates will be required to sit for a test. 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, color or ethnic and national origins, religion or belief, or sexual orientation.

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>