



## United Nations High Commissioner for Refugees (UNHCR)

### Internal/External Vacancy Announcement

Vacancy Notice No.: SOM/NBI/16/04

Title of Post	Assistant Programme Officer	Level	NOA
Position Number	10023131	Date of Issue	30 September 2016
Location	Nairobi, Kenya	Closing Date	13 October 2016

**ORGANIZATIONAL CONTEXT.** Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The incumbent is normally supervised by more senior programme staff in the operation. S/he 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 Assistant 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.

The incumbent is required to have basic conceptual knowledge of profession, be dynamic and able to take higher responsibilities progressively. S/he is supervised, coached and guided by the supervisor. The incumbent does not normally have direct supervisory role over other staff. However, it rests upon the supervisor of the post to make time specific arrangements subject to a given situation.

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.

- 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 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.
- 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.
- Performs 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.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.

#### **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.** *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- University degree or equivalent in Business Administration, Law, Economics, Social Science or related field
- Previous job experience: 2 years of previous job experience relevant to the function. In an international capacity: 1 year.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

**DESIRABLE QUALIFICATIONS & COMPETENCIES.** *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Completion of specific training relevant to functions of the position
- 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)

**SUBMISSION OF APPLICATIONS:**

Candidates should complete and attach a UN Personal History Form (P11) (available via the following link [www.unon.org/docs/P11.doc](http://www.unon.org/docs/P11.doc)) to their written application (including contact details) and send it via email ONLY to [sommohrs@unhcr.org](mailto:sommohrs@unhcr.org) quoting in the subject line the vacancy number SOM/NBI/16/04. Candidates should also submit copies of their academic certificates together with their applications. Internal candidates should refer to the PPAL para 70 – 77 on eligibility criteria. Applications should be addressed as follows:

The Secretary  
Assignments Committee  
Human Resources Unit  
UNHCR Somalia

This vacancy is open to Kenya nationals ONLY. Qualified female candidates are encouraged to apply. Due to the volume of applications, only short-listed candidates will be contacted for the written test and interviews.

**APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

Date Issued: 30 September 2016

*NB: UNHCR does not charge a fee at any stage of the recruitment process.*

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