



Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR has helped tens of millions of people restart their lives. Within its EHP recruitment programme UNHCR is now looking for:

## **Associate Programme Officers**

The Associate Programme Officer assists in the planning, programming, implementation and monitoring of assistance projects to persons of concern. The incumbent undertakes field visits to evaluate and improve the assistance projects. The Associate Programme Officer also provides input for the country operations plan (including budgets, staffing levels and structures) as well as prepares inputs for funding submissions, appeals and reports.

### **Required competencies**

- Empowering and Building Trust
- Managing Performance
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Political Awareness

### **Education and Work Experience**

- University Degree in Business Administration, Law, Economics, Social Science or a related field.
- Minimum 2 years of previous relevant professional job experience.
- Excellent knowledge of English with working knowledge of another UN language.
- Good computer skills desirable.