



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 dozens of millions of people restart their lives. UNHCR is now looking for:

Cash-Based Interventions Officer Profile

For Junior (P2), Mid (P3) and Senior (P4) Level Positions

UNHCR is committed to systematically considering and scaling-up the use of Cash-Based Interventions (CBIs) to offer refugees and other Persons of Concern a cost-effective means of assistance that can empower them to determine and meet their own needs.

UNHCR is looking for talented individuals for the Cash-Based Interventions Officer profile to enhance its ability to implement CBIs. The CBI Officer supports the planning, implementation, coordination, monitoring and evaluation of CBIs. The incumbent ensures that cash and vouchers are routinely considered as a response option in the respective UNHCR operation(s), assesses the suitability of CBIs for said operation(s) and monitors their implementation and impact. S/he ensures that CBIs are in line with best practice and organizational guidance, and take protection concerns into consideration. The incumbent plays an important role in building the capacity of UNHCR personnel and partners, equipping operations with the means to implement CBIs. S/he advocates for the use of CBIs, and shares information related to cash and vouchers with UNHCR and partners. Incumbents may be based in the field, in the Regional Offices or at the Headquarters.

Typical functions may include:

Strategies, Policies and Guidelines

- Support the development and strengthening of cash-based approaches, operational arrangements and procedures based on existing corporate guidance and standards.
- Liaise with technical sectors (shelter, public health, livelihoods, energy, registration, data management, etc.) and protection staff to mainstream CBIs into their respective approaches and strategies.
- Assist UNHCR offices with the development of integrated operational plans by advising on context-specific assistance modalities to efficiently meet programme objectives.
- Assist with the documentation, application and dissemination of best practices and lessons learned.
- Establish and maintain a network of strategic and operational partners (e.g. UN agencies, INGOs, research institutions, private entities) to ensure complementarity and efficiency gains in the assessment, design and implementation of CBIs.

Technical Support and Implementation

- Provide technical assistance and advice to field operations on CBIs in emergencies and protracted displacement situations.
- Coordinate, facilitate and implement assessments/response analysis, planning, budgeting, coordination, implementation, and monitoring and evaluation of CBIs.
- Liaise with all relevant units to ensure coordinated planning and implementation of CBIs.

- Draft, negotiate and establish agreements with implementing partners and financial service providers, in collaboration with relevant units.
- Draft, review and provide technical feedback on CBI Standard Operating Procedures (SOPs), reports and proposals.
- Collate and review information on financial infrastructure and available delivery mechanisms and advise UNHCR offices on related opportunities and constraints.
- Support the establishment of standardized data management, data sharing and data protection arrangements.

Capacity Building

- Identify skill and knowledge gaps related to CBIs among UNHCR and partners, and address these through training and capacity building.
- Help establish a network of UNHCR staff and managers that are familiar and confident with the use of CBIs with the objective of mainstreaming CBIs within UNHCR.

Inter-Agency Coordination

- Ensure an inter-agency coordination mechanism on CBIs is established and functioning.
- Coordinate inter-agency activities on CBIs, including representing UNHCR at cash-related working group meetings and help create linkages with sector/cluster plans and programmes, where applicable.

Minimum qualifications and professional experience required:

For positions at the P2 level

- **Education:** (Advanced) University degree.
- **Job experience:** Minimum of 2 years of relevant job experience with a Master's Degree or 4 years with a Bachelor's Degree.
- **Languages:** Excellent knowledge of English and working knowledge of another UN language.

For positions at the P3 level

- **Education:** (Advanced) University degree.
- **Job experience:** Minimum of 6 years of relevant job experience with a Master's Degree or 8 years with a Bachelor's Degree; at least 2 years of international working experience; at least 2 years of experience with CBIs.
- **Languages:** Excellent knowledge of English and working knowledge of another UN language.

For positions at the P4 level

- **Education:** (Advanced) University degree.
- **Job experience:** Minimum of 10 years of relevant job experience with a Master's Degree or 12 years with a Bachelor's Degree; at least 4 years of international working experience; at least 4 years of experience with CBIs.
- **Languages:** Excellent knowledge of English and working knowledge of another UN language.