

# Programme Officer Profile

## Various Locations

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

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. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

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**

- Education: Degree in Economics, Business Administration, Social Science or related field.
- Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent of a Master's), 3 years with undergraduate degree (equivalent of a BA/BS).
- Languages: Proficiency in English is required.

### **For positions at the P3 level**

- Education: Degree in Economics, Business Administration, Social Science or related field.
- Job experience: Minimum 5 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 6 years with undergraduate degree (equivalent of a BA/BS).
- Languages: Proficiency in English is required.

**To apply and read a detailed Job Description, please visit: [Current vacancies](#).**

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.