



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:

Programme Officer Profile

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

The 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 Programme Officer also provides input for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.

Typical functions may include:

- Asses and analyse the needs of persons of concern in the country in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- Ensure that the Implementing Partner (IP) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.
- Support the organizational fundraising actions by maintaining regular contact with donor representatives and by submitting project funding submissions and appeals.
- Through a consultative process within the country and field visits, assist in the development of strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.
- Assist in developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Guide and train UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme management.
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.

- 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 monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare funding submissions, appeals and reports.
- Negotiate implementing partner agreements.

Minimum qualifications and professional experience required:

For positions at the P2 level

- **Education:** University degree in Economics, Business Administration, Social Science or related field.
- **Job experience:** Minimum of 2 years of relevant experience with Advanced University/Master's degree (4 years with University/Bachelor's Degree).
- **Languages:** Excellent knowledge of English and good working knowledge of another UN language.

For positions at the P3 level

- **Education:** University degree in Economics, Business Administration, Social Science or related field.
- **Job experience:** Minimum of 6 years of relevant (international) job experience with Advanced University/Master's Degree (8 years with University/Bachelor's Degree).
- **Languages:** Excellent knowledge of English and good working knowledge of another UN language.

For positions at the P4 level

- **Education:** Advanced university degree in Economics, Business Administration, Social Science or related field.
- **Job experience:** Minimum of 10 years of relevant (international) job experience with Advanced University/Master's Degree (12 years with University/Bachelor's Degree).
- **Languages:** Excellent knowledge of English and good working knowledge of another UN language.