



**United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines**

Terms of Reference – Programme Associate

Position Title: Programme Associate	Vacancy Notice: 19/2019	Date issued: 13 December 2019
Position Level: GL-6	Report To: Assoc. Programme Officer	Closing Date: 31 December 2019
Internal/ External	Duty Station: Cotabato City	Contractual Status: UNOPS - LICA

Duties and Responsibilities:

Assessment and planning

1. Assist the Field Office in undertaking regular needs assessment in a participatory manner and using an Age, Gender, and Diversity (AGD) perspective in accordance with UNHCR programming cycle.
2. Use UNHCR's corporate tools (e.g. Global Focus, Focus Client, etc) to assess the technical soundness of the operation and generate data for evidence-based decisions of the Field Office;
3. Provide inputs for the country operations plan (including budgets, staffing levels, and structures);
4. Participate in annual project reviews and planning workshops, and assist in the development of funding submissions, appeals, and reports;

Partnership management

5. Assist in negotiation agreements with project partners and ensure that project agreements are established in conformity with UNHCR's financial rules and the latest global instructions;
6. Review the implementation and performance of partnership agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, project budgets, and financial reports;
7. Assist in ensuring compliance in issuance of audit certificates for project partners;

Monitoring and evaluation

8. Undertake proper collection, monitoring, and use of baseline data, standards and indicators needed to measure and analyse the programme performance, trends, and target interventions;
9. Monitor all project activities, expenditures, and progress towards achieving the project output;
10. Provide inputs, information, and statistics for quarterly, annual, and other reports to the UNHCR Multi-functional Team.

Qualification:

Essential minimum qualifications and professional experience:

- Completion of secondary education, post secondary certificate/training in Business Administration, Law, Political Science and other related field and/or at least 3 years of previous job relevant to the function.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Awareness of the situation in Mindanao and good knowledge of the local environment and issues relevant to internal displacement;

Language:

- Fluency in English and knowledge of at least one local language is desirable.

Technical and functional competencies:

- Good knowledge of UNHCR's protection mandate;
- Knowledge of UN financial rules, procedures, and processes desirable;
- Well developed written, analytical, and reporting skills;
- Strong training and facilitation skills;
- Advanced skills in MS Office applications (Word, Excel, Powerpoint, etc.)
- Experience in community work in the area of operation strongly desirable;
- Demonstrates ability and adaptability to effectively work in emergency and/or complex operations within a multi-cultural and non-traditional environment;
- Has excellent organizational skills and ability to work effectively in teams;
- Demonstrates ability to handle confidential and politically sensitive issues in a responsible and mature manner.

Detailed information/job description for above position can be found at:

<https://www.unhcr.org/ph/careers>

Please submit your Curriculum Vitae and P.11, with subject: **VN No.19 – Application for Programme Associate-Cotabato** to: PHIMAVAC@unhcr.org.

Only applicants meeting minimum requirement will be short-listed for written test and/or interview. Application will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process. P.11 form can be downloaded from: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm
Supplementary Form at this link: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm