



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE No. 20/INSJA/004

Functional Title	: Associate Programme Officer
Category & Level	: NOB Level / Fixed Term Appointment
Position No.	: 10033669
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 01 July 2020
Duration	: Initially for one year with possibility of extension (Subject to Satisfactory Performance & Medical Fitness Report)
Annual Salary	: starting IDR 538.962.000 (including Medical & Pension allowances)
Closing Date	: 28 May 2020

I. Operational Context

i. Nature of the position:

The position oversees the Programme sub-unit and Reports currently to the Admin/Programme Officer and in future to the Associate Finance Officer (P2). The Programme subunit is currently composed of 1 NB Associate Programme Officer, 1 G7 Snr Programme Associate, 1 G4 Programme Assistant and LICA 4 Programme Assistant.

Indonesia is a mandate operation providing key services to the refugees and the government spanning from Registration, RSD, Resettlement, support for Voluntary Repatriation and as of 2018 the operation increased its finger print in the livelihood area, with modest progress against a context where the refugees are not allowed to work. The country hosts some 14,000 refugees scattered throughout the country in some 12 locations.

During the past four years UNHCR's program in Indonesia has been realigned to strengthen access to registration, documentation, RSD, and comprehensive solutions, while maintaining a strong focus on ensuring the needs of the most vulnerable are met, particularly women and children. The operation's main functions are grouped in the Office's two units: the Protection Unit, which carries out registration and documentation, RSD, capacity building, comprehensive solutions, protection monitoring, community-based protection, and statelessness, and the Admin/Program Unit comprising administration, human resources, finance, and programme management.

In 2020 the Office includes a workforce of 65 positions, 34 under UNHCR Contract and 26 under UNOPs contract; 2 JPO positions, 1 CMC and 2 DRC deployees. Some 10 positions are allocated to the four outposted offices in Medan (3), Makassar (3), Pekanbaru (2), Tanjung Pinang (2).

The country has not signed the 1951 Convention or its 1967 Protocol, at the end of 2016 a legislation on refugees was enacted in December 2016, which increased the protection space, but the practical implementation especially on the reception arrangements needs to be strengthened.

ii. Security:

The current security level for Jakarta is Low: 2 and Jakarta is a vibrant town with well-developed services sector which leaves a careless impression at first sight. However, demonstrations, often large-scale, are a feature of Indonesian life, especially in Jakarta. Most demonstrations pass without incident, avoiding all demonstrations, rallies and large crowds is highly advisable as they have the potential to turn violent with little warning. General awareness of the surroundings, monitoring local news and follow the advice of local authorities, UNDSS and UNHCR security staff is highly advisory.

Petty crime is common in Indonesia, including in Jakarta. Incidents of bag-snatching and pick-pocketing occur. Credit card fraud, including skimming, is common in Indonesia. There have been incidences of both tourists and Indonesians becoming seriously ill from food and drink spiking.

There is a high threat of terrorism in Indonesia. While effective counter-terrorism measures have reduced the risk of attacks, Indonesian authorities continue to arrest terrorist suspects in the advanced stages of attack planning. Terrorist cells exist and have the capacity to carry out attacks anywhere in the country, including Bali.

With the local security mitigation measures staff are required to live in residence secured by professional guards as a measure to mitigate the threat of criminal activities.

iii. **Operational Scope/Budget:**

The Operation's OL budget for 2020 stands at **USD 5,139,737**; with OPS amounting to 45% or some **USD 2,33,058** ; ABOD to some 15% or **USD 775,857** and Staff to some 40% or USD 2,030,822.

iv. **Additional relevant skills:**

- Ability and experience to manage small functional teams, resolve bottle necks and facilitate teamwork .
- Ability and experience of facilitating and supporting the work of other units .
- Previous knowledge and experience with working with Result Based Management methodology .
- General knowledge of the programming cycle of Sustainable Developing Goals.
- Good knowledge of program matters especially previous experience in designing and submitting donor projects .
- Ability to deal with conflicts in team context and sensitivity to gender and minority issues.
- Proven track records of empowering and coaching staff .

II. **Duties and Responsibilities**

Under the direct supervision of Associate Finance Officer, the Associate Programme Officer will perform the following duties in his/her area of responsibility:

1. Support in assessing and analysing the needs of persons of concern in a participatory manner, using an Age, Gender and Diversity (AGD) perspective as basis for planning.
2. Provide support on programmatic aspects of developing multi-year protection and solutions strategies and annual plans with corresponding priorities taking into account corporate priorities.
3. Support Results Based Management and programme capacity in light of evolving requirements, programming approaches and gaps.
4. Assist the planning process in compliance with planning parameters outlined in the Programme Manual and the planning instructions.
5. Support the revision and analysis of plans, mid-year and year-end reports of UNHCR office(s) in the Area of Responsibility AoR), ensure quality assurance and compliance with established policies, guidelines, procedures and standards.
6. Assist in the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.
7. Provide support to ensure a consistent application of the framework for implementing with partners, including the effective implementation of the policy on selection and retention of partners, management of partnership agreements, risk-based project performance monitoring, and risk-based project audits, among others.
8. Contribute to ensure consistent and coherent monitoring approaches, tools and systems across the region, in line with global standards and polices.
9. Actively contribute to UNHCRs programming of community of practice and continuously contribute to improvements of programming tools and processes.
10. Oversee a timely and effective follow-up of internal and external audits observations and recommendations that relate to programmatic issues.
11. Perform other related duties as required.

III. Eligibility: Internal & External

INTERNAL Candidates (Group 1/Group 2)

Group 1: UNHCR Staff member holding Indefinite or Fixed Term Appointment (FTA) at grade and one grade below/above.

Group 2 : UNHCR Staff holding Temporary Appointment (TA), former UNHCR staff member who held indefinite/FTA (within 2 years of separation for males and 5 years for females), National UNV who currently working with UNHCR, national UNOPS and Individual Contractors who currently working with UNHCR, GS staff member holding indefinite/FTA in the same category two grades above , current UNHCR staff members in the international Professional category holding Indefinite/FTA ; UNHCR staff member in NPO category, current locally recruited female staff from other UN system holding the equivalent of an indefinite/FTA .

EXTERNAL Candidates (who are not in group 1 or group 2)

IV. Qualifications/Requirements

Cross-Functional Competencies: Analytical Thinking, Negotiation and Conflict Resolutions , Political Awareness.

Core Competencies: Accountability, Communication, Organizational awareness, Teamwork & Collaboration, Commitment to Continuous Learning, Client & Result Orientation.

Managerial Competencies: Judgment and Decision Making, Managing Resources, Empowering and Building Trust

Education: Completion of university degree; Economics, Business Administration, Social Sciences, or other relevant field.

Experience: 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.

Essential:

Demonstrated experience in programme management including familiarization with the OMC and sound knowledge of Results Based-Management. Demonstrated experience in field operations, sound knowledge on the centrality of protection in programming, Joint Needs Assessments and the principles of targeting.

Desirable:

Demonstrated experience in coordination within an inter-agency context and other actors, in a refugee or humanitarian context. Sound experience in program management training and capacity building activities.

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and spoken) is essential; knowledge of other UN Language is an asset.



Certificates and/or Licenses: Programme Management. Certification Programme in Programme Management (CP-PM)

Functional Skills

MG-Project Management
PG-Results-Based Management
PG-UNHCR's Programmes
PG-Experience with coordinating with Implementing Partners
(Governate/INGO/NGO/Corporate)
DM-Data Management

Candidates who wish to be considered for this vacancy should send their CV, motivation letter and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>) to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via e-mail to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 28 May 2020

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Pre- Assessment may be required, only those short-listed will be called for the tests (Written & Interview).

Jakarta, 14 May 2020