

Senior Risk Management and Compliance Advisor Profile

Grade: Senior (P5 - D1) 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.

In October 2017 the High Commissioner launched UNHCR's Risk Management 2.0 initiative to strengthen the organization's approach to managing risk, with the aim of further enhancing the integrity and effectiveness of its programmes. To achieve this, UNHCR has taken concrete measures to ensure that risks and opportunities are identified and addressed, to strengthen the systems, structures, capacities and processes needed to manage risk effectively, and to foster a stronger culture of risk management in UNHCR.

The incumbent is engaged for a specific period of time to support operational managers in effective risk management and compliance thereby improving risk culture and integrity in the organization. The incumbent shall review the adequacy of risk management and compliance systems, structures, procedures and capacities across the Operation. The incumbent will make recommendations as appropriate for their strengthening and assist operations management in their implementation. The incumbent shall actively engage with internal stakeholders, including with the Bureau and Headquarters' Divisions, as appropriate, to ensure alignment in reforms at the country-office level with relevant efforts/reforms at the Headquarters and Regional levels. The incumbent will be part of a network Risk Management 2.0 practitioners and will work in close collaboration with the Chief Risk Officer and the Geneva-based ERM capacity to ensure coherence of approach, identify and address systemic root causes requiring a corporate-level response, the sharing of best-practice.

Keeping the Representative informed, the incumbent shall also actively engage directly with external stakeholders including relevant Government offices, implementing and operational partners, donors, contractors and refugee/host communities for the purposes of maximizing collective efforts to manage risk, strengthen compliance and maximize the quality of services provided for the benefit of refugees and other persons of concern. The incumbent may manage relevant personnel/functions relating to compliance, quality and risk management.

At the Bureau level, the incumbent will provide guidance to the Head of Strategic Planning and Management Service or the Senior Strategic Planning and Management Coordinator on emerging risks and related issues.

The incumbent shall ensure that efficiency of operations management is improved through: close collaboration with the operations management team; clarity of roles; improved skills in risk management; and full integration of risk management, compliance and quality assurance actions into core operational activities.

The incumbent reports directly to the Representative, with a functional reporting line to ERM Unit.

Typical functions may include:

- Advise and support the Representative/Bureau Director on risk management, compliance, and oversight matters, assisting him/her in discharging his/her responsibilities and accountabilities to manage risks comply with policies and procedures;
- Ensure risk management, ethical and integrity considerations are integrated into decision making, planning, monitoring, evaluation, reporting and contingency activities in the Operation(s)/Bureau under the Area of Responsibility (AoR);
- Promote collaboration of different functions within the operation/Bureau/divisions to address cross cutting risks and issues;
- Support the Representative/Bureau Director in the implementation of oversight recommendations to improve risk management, compliance and quality of outputs;
- Represent UNHCR in relevant internal and external task forces/meetings on risk management and oversight matters;
- Work with internal and external oversight entities, develop and implement procedures to collect relevant data and efficiently track and report specific issues, trends and cross-cutting matters representing a high risk to the Operation(s) under AoR;
- Prepare or review and input to management reports to external stakeholders;
- Assist the Representative/Bureau Director in formulating the Operation's/Region's communication strategy on risk management, compliance, quality and oversight related matters;
- With assistance from and in coordination with the ERM Unit, Global Learning Centre, and other Headquarter Services, as required, train UNHCR teams and partners to raise awareness of and skills in risk management, and to strengthen the culture of integrity and accountability;
- Promote and disseminate policies, good-practices and guidance on risk management in the operation/region. Provide field based support and guidance jointly with Headquarters for corporate risk management developments and initiatives;

- Provide regular updates to the Representative(s), Bureau Director, Chief Risk Officer and Inspector General on matters related to risk, compliance and quality, including on emerging risks and opportunities;
- Coordinate and facilitate the risk review exercises with functional experts and management to agree on the corporate risk register, and appropriate risk responses; facilitate, monitor and report on the implementation of agreed responses;
- Analyse risk management, compliance, and oversight findings and recommendations. In coordination with the Bureau and HQ, identify lessons learnt and root cause(s) of recurring systemic issues in the Operation. Prepare summary reports, with recommendations, on significant matters requiring management action or intervention, or changes to corporate level policies/procedures;
- In consultation with the Chief Risk Officer, assess the methodology, tools and practices related to the implementation of risk management activities in the Operation to strengthen integrity identify root causes of risks, and propose mitigating measures with a focus on prevention.
- Represent the Representative or his/her Deputy in relevant risk-related internal and external task forces/meetings.

Minimum Qualifications and Professional Experience Required:

For positions at the P5 level

- Education: Undergraduate degree (equivalent of a BA/BS), Graduate degree (equivalent of a Master's) or Doctorate Degree (equivalent of a PhD).
- Job experience: Minimum 11 years of previous relevant work experience with graduate degree (equivalent of a Master's), 12 years with undergraduate degree (equivalent of a BA/BS) or 10 years with a Doctorate degree (equivalent of a PhD).
- At least 6 years of experience in a senior managerial/leadership position involving, amongst other things, responsibilities relating to risk management, compliance and/or quality of results.
- Excellent judgement with proven ability to deal with complex interrelated issues and strong analytical and problem solving skills to develop solutions that address root causes.
- Excellent communicator with strong interpersonal skills.
- Strong management skills in collaboration, team building, capacity development and with ability to deliver quality results on time.
- Exposure to and experience in UN or humanitarian field operations and emergencies in various geographical locations.
- Demonstrate high level of integrity, objectivity, impartiality and fairness.
- Languages: Proficiency in English is required and knowledge of a second UN language (Arabic/ Chinese/French/Russian/Spanish) at B2¹ is required.

¹ See <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>, the Common European Framework of Reference for Languages (CEFR).

For positions at the D1 level

- Education: Undergraduate degree (equivalent of a BA/BS), Graduate degree (equivalent of a Master's) or Doctorate Degree (equivalent of a PhD).
- Job experience: Minimum 16 years of relevant work experience with graduate degree (equivalent of a Master's), 17 years with undergraduate degree (equivalent of a BA/BS) or 15 years with a Doctorate degree (equivalent of a PhD).
- At least 8 years of experience in a senior managerial/leadership position involving, amongst other things, responsibilities relating to risk management, compliance and/or quality of results are an advantage.
- Excellent judgement with proven ability to deal with complex interrelated issues and strong analytical and problem solving skills to develop solutions that address root causes.
- Excellent communicator with strong interpersonal skills.
- Exposure to and experience in UN or humanitarian field operations and emergencies in various geographical locations.
- Demonstrate high level of integrity, objectivity, impartiality and fairness.
- Languages: Proficiency in English and knowledge of a second UN language (Arabic/Chinese/French/Russian/Spanish) at B2² is required.

Desirable Qualifications and Skills for All Positions:

- Good working knowledge of UNHCR's mandate, field operations, organizational structure, and policies.
- Working experience in an oversight function within the UN.
- Knowledge of and working experience with Enterprise Risk Management frameworks.

To apply, please visit: [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.

² See <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>, the Common European Framework of Reference for Languages (CEFR).