



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDBT/047

Please circulate widely in other agencies and government offices at your duty stations.

Title of Post	Programme Associate	Grade	G6
Post Number	10022307	Date of Issue	14/10/2015
Location	Bentiu, South Sudan	Closing Date	27/10/2015

ORGANIZATIONAL CONTEXT. Define *the role of the position within the team*, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The incumbent normally receives guidance from more senior programme staff in the operation. He/she may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Associate. S/he is expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor programme activities and implement administrative requirements.

Accountability (*key results that will be achieved*)

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibility (*process and functions undertaken to achieve results*)

- Assist in negotiating agreements with implementing partners and ensure that IP agreements are established in conformity with UNHCR's financial rules and the latest Headquarters' instructions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures; undertake field visits as required.
- Use UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.
- Represent UNHCR in physical monitoring of projects.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Secondary education and post-secondary training/ certificate in Business Administration, Social Science, International Law or related field
- Minimum 6 years of previous job experience relevant to the function
- Computer skills (in MS office)
- Fluency in English and working knowledge of another relevant UN language or local language

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Good knowledge of UNHCR financial rules, procedures and processes
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities

Submission of Applications

This vacancy is open for qualified South Sudanese **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Applicants are required to submit a motivation letter and P11 in an envelope addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to SSUDJUHR@unhcr.org, **not later than 12:00 (noon) 26 October 2015**. Applicant should clearly indicate the vacancy notice number and the Title of the Position on the envelope or in the subject line of the email.

The submitted documents will not be returned to the applicants. Only short listed candidates will be contacted and invited for a written test and interview. **Late and incomplete applications will not be considered.**

UN Personal History Form (P.11) is available in the UN Website, www.un.org or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).

Refugees – who cares? WE DO!