



## UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES REPRESENTATION IN SOUTH SUDAN

### INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT Vacancy Notice No: VN/JU/035/2017

<b>Title of Post</b>	<b>Programme Associate</b>	<b>Level</b>	<b>G6</b>
<b>Type of Appointment</b>	<b>Fixed Term Appointment</b>	<b>Duration</b>	<b>1 year (Initially)</b>
<b>Position No.</b>	<b>10020855</b>	<b>Date of Issue</b>	<b>19 September 2017</b>
<b>Location</b>	<b>Juba, South Sudan</b>	<b>Closing Date</b>	<b>02 October 2017</b>

#### ORGANIZATIONAL CONTEXT

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.

#### FUNCTIONAL STATEMENT

##### *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

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

#### **DESIRABLE QUALIFICATIONS**

- 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**

##### **Remuneration:**

A competitive compensation and benefit package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

##### **Submission of Applications:**

If you wish to be considered for this vacancy, please submit your letter of motivation and P11 Form by e-mail stating the position title and vacancy notice number in the subject line to: [ssudjuhr@unhcr.org](mailto:ssudjuhr@unhcr.org) by 31 August 2017.

The Personal History Form (P11) is available at the following link: [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc).

Shortlisted candidates may be required to sit for a test and/or oral interview. No late or incomplete application will be accepted. Only short-listed candidates will be contacted.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieve workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

**NB: UNHCR does not charge a fee at any stage of the recruitment process.**

***Refugees – who cares? We Do.***