



United Nations High Commissioner Refugees (UNHCR)

INTERNAL VACANCY ANNOUNCEMENT NO: 2012/HCR/SSDJU/069

Title of Post	Programme Associate	Grade	G6
Post Number	10010635	Date of Issue	30 June 2012
Location	Juba, South Sudan	Closing Date	13 July 2012

Duties and Responsibilities

Under the direct supervision of the Programme Officer the incumbent will perform the following duties:

1. Assist and participate in negotiations and discussions with the Implementing Partners and Government counterparts and advise on UNHCR rules and regulations in relation to UNHCR Programme Management.
2. Assist the Associate Field Officer in organising, facilitating and conducting training activities on Programme management for the benefit of Implementing Partners, Government authorities and refugee leaders.
3. Facilitate the field missions undertaken by UNHCR donors, UNHCR officials and government authorities to assess and observe various UNHCR sponsored assistance activities;
4. Work jointly with the protection and community services staff of UNHCR to identify and establish specific assistance needs for refugees and other persons of concern to UNHCR and make appropriate recommendations.
5. Assist the Associate Field Officer or RO Juba programme Section in the verification of expenditures of implementing partners to obtain reasonable assurance that UNHCR funds entrusted to them are used for the purpose intended and in accordance with sub-agreements.
6. Monitor Implementing Partner procurement process to ensure relevant rules and procedures are followed; monitor and report on UNHCR warehousing status and relief items therein to ensure required standards are observed and timely use of relief items.
7. Assist the Associate Field Officer to meet required deadlines in reporting (i.e. by preparation of draft reports) and implementation of contractual obligations (i.e. instalment payments, recovery of unspent balances etc) within the given programme cycle.
8. Maintain an accurate and up to date electronic data base (MSRP) of all programme management related data and records. Upon monitoring the data base take corrective measures as and when errors are found.
9. Organize data and information, prepare and maintain records, documents, and control plans. Draft memos and other documents, as needed. Assist in formatting and editing reports and project documents.
10. Monitor and report on programme/project activities. Review control plans, progress reports, project inputs, budget and financial expenditures, obligations and expenditures by using MSRP and FOCUS. Follow up on any purchase requests.
11. Work with implementing partners, as appropriate, and maintain good relations in support of successful programme implementation.

12. Prepare background information for discussions and contribute to the preparation of reports, project documents, correspondence and submissions to government, other interested organizations and UNHCR senior management.
13. Collect and distribute data for the production of statistics and contribute to the assessment of trends by, for example, maintaining accurate daily, weekly and monthly statistical reports on fuel consumption for all vehicles, generators and other equipment to which UNHCR supplies fuel, including those operated by UNHCR, GTZ, ACROSS and other implementing partners.
14. Perform other duties as required.

Qualifications and Experience

- Completion of the Secondary education and training in financial reporting and administration
- Minimum 4 years of relevant work experience and knowledge of UNHCR programming.
- Excellent computer skills (in MS office, including Excel, Word and PowerPoint and People Soft/MSRP)
- Excellent drafting skills in English. Good knowledge of local language.

Submission of Applications

Please send your application via email addressed to SUDJUHR@UNHCR.ORG / hand carry to UNHCR Office Juba clearly indicating in the subject line the ***Vacancy Announcement Number, title and location of post***, not later than **13 July 2012**. ***Please submit original application and P.11 with copies of certificates.*** This is an internal/external vacancy announcement open only for South Sudanese nationals currently working with UNHCR Offices in South Sudan. Female Candidates are encouraged to apply.

Due to the large volume of applications received, only short listed candidates will be contacted.

Seniority in grade will apply

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