

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)

INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No. 01/2019

Title of Post	Assistant Programme Officer	Category/grade	National Professional Officer (NPO), NOA
Post Number	10008910	Type of contract	Fixed-term appointment
Location	Yerevan, Armenia	Date of Issue	01 October 2019
Effective date of assignment	1 January, 2020	Closing Date	15 October 2019

Operational Context:

The Assistant Programme Officer is directly supervised by the Representative. S/he may also receive indirect guidance that is relevant to the country programme(s), from units within the operation, staff with regional functions in the Regional Bureau for Europe. S/he heads the Programme unit and will directly supervise two national staff responsible for programme support activities and if required, affiliated workforce and consultants. The incumbent is required to have strong analytical skills along with a solid knowledge about country political and socio-economic development context that is complemented by proven knowledge and practical experience in the area of a programme management.

The incumbent will also:

- support the Representative with Inter-Agency (IA) engagement related to UN Sustainable Development Cooperation Framework (UNSDCF) and local coordination of the Global Compact on Refugees (GCR) to promote inclusion and mainstreaming of refugees into national development plans and social protection mechanisms;
- assist the Representative in advocating for transition from humanitarian to development and concomitant funding including support search for new actors ready to engage and invest in support of durable solutions for refugees;
- work closely with the Protection Unit to ensure effective allocation of financial resources to key protection priorities including close coordination on development, implementation of national socio-economic integration and livelihoods strategies

In addition to essential minimum qualifications/experience listed, the candidate should have:

- proven ability to develop and maintain implementing and operational partnerships with a variety of actors such as traditional and non-traditional donors, including government and private sector;
- proven experience in planning, implementing, and monitoring programmes/projects along with practical skills on prioritization within limited resources;
- strong advocacy and negotiation skills in situation involving multiple actors and diverse interests;

- knowledge of UNHCR's mandate and awareness of, areas of work of UN sister agencies, NGOs and other humanitarian and development actors

The following types of experience will be considered as an asset:

- working with development agencies/national governments/civil society on development planning of joint programmes/projects;
- working on forced displacement issues, including with host communities;
- experience in resource mobilisation

Functional Statement:

Responsibility

- 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.
- Provide support on programmatic aspects of developing multi-year protection and solutions strategies and annual plans with corresponding priorities taking into account corporate priorities.
- Support Results Based Management and programme capacity in light of evolving requirements, programming approaches and gaps.
- Assist the planning process in compliance with planning parameters outlined in the Programme Manual and the planning instructions.
- Contribute to the review and analyse of plans, mid-year and year-end reports of UNHCR offices in the region, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards.
- Assist with the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.
- Contribute to the successful 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.
- Contribute to ensure consistent and coherent monitoring approaches, tools and systems within the Area of Responsibility (AoR), in line with global standards and polices.
- Actively contribute to UNHCRs programming of community of practice and continuously contribute to improvements of programming tools and processes.
- Identify potential gaps and problems and in cooperation with other relevant sections recommend appropriate solutions to ensure the efficient implementation of programme activities.
- Assist in a timely and effective follow-up of internal and external audits observations and recommendations that relate to programmatic issues.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- 1 year relevant experience with Undergraduate degree preferably in Economics, Business Administration, Social Sciences or other relevant field; or no experience with Graduate or with Doctorate degree.

- Field(s) of Education: Economics, Business Administration, Social Sciences or other relevant field.
- Demonstrated experience in programme management including familiarization with the OMC and sound knowledge 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.
- Knowledge of English and UN working language of the duty station if not English and local language.

Desirable Qualifications & Competencies:

- 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.

Functional Skills

- PG-Programme Management (project formulation, programme cycles and reporting standards)
- PG-Results-Based Management
- PG-UNHCR's Programmes
- PG-Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)

Required Competencies:

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making
- Managing Performance

Cross-Functional Competencies

- Analytical Thinking
- Change Capability and Adaptability
- Negotiation and Conflict Resolution

Eligibility:

Candidates must be Armenian nationals.

Internal staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, you may also contact the HR Unit.

Remuneration:

A competitive compensation and benefits 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, updated factsheet (for internal applicants), signed Personal History Form (for external applicants) by e-mail clearly stating the position title, VN/01/2019 and your Last Name** in the subject line to: armyehr@unhcr.org by the closing date.

[The Personal History Form](#) and its [supplementary sheet](#) is attached.

Only complete applications/documentation in English language will be considered. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Useful links

<http://un.am/en/agency/UNHCR>

<https://www.unhcr.org/>

<https://undg.org/document/united-nations-sustainable-development-cooperation-framework/>

<https://www.un.org/sustainabledevelopment/>

<https://sustainabledevelopment.un.org/>

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