United Nations High Commissioner for Refugees

Vacancy Notice

17 July 2018

Internal/External Vacancy Announcement No: 18/HCR/KGL/VN/023

Title of Post:	External Relations Associate (Partnerships for Solutions), UNOPS
Duty Station:	Kigali, Rwanda
Category and Level:	Local - Specialist ICA, Level 6
Title of Supervisor:	External Relations Officer
Duration of assignment:	Until 31 December 2018
Entry on Duty:	Immediate
Closing date of application:	**31 July 2018**

GENERAL BACKGROUND

Under the direct supervision of the External Relations Officer, the role of the External Relations Associate within the team will be to build partnerships for socio-economic integration solutions for refugees in Rwanda, including liaison with One UN. The incumbent will have a pivotal role in ensuring UNHCR builds a strong relationship with a network of partners in the donor, UN, NGO and private sector communities to achieve solutions for refugees in Rwanda that tie into national development programs and reduce dependency on humanitarian assistance.

This position is currently funded through end 2018.

FUNCTIONAL STATEMENT

Responsibility:
The Incumbent will support the External Relations office with the following tasks:

- Participate in meetings and discussions with sister UN agencies, government and non-governmental organizations involved in the UNDAP to ensure timely, efficient and effective implementation of the UNDAP programme;
- Contribute to enhancing UNHCR's role as the Co-Lead agency for the Humanitarian Response and Disaster Management Development Result Group by disseminating timely and up to date information;
- Support monitoring and evaluation of the achievements at outcome, output and action level and considering necessary actions to enhance the impacts of the One UN programme and ensure delivery of results that benefit People of Concern;
- Collate inputs of relevant participating UN Agencies' in the preparation of end of year progress reports towards annual targets and financial delivery, to ensure compliance with relevant UNDAP TOR's and in accordance with each annual programming cycle;
- Preparing consolidated Planning Documents (UNDAP Results Framework) drawing on the planning work of the sister UN Agencies (who are members of the DRG) and seeking coherence, convergence, avoiding duplication and double reporting;
- Collaborate in the UNDAP committees, working groups and ad hoc task forces to suggest updates and adjustments to add value to and make the UNDAP work for development outcomes that support PoCs;
- Prepare and submit well drafted funding proposals, interim reports and final reports in a timely manner;
- Ensure efficient and relevant communication to support UNHCR's work with development partners including government entities;
- Demonstrate the ability to identify and communicate a wide range of relevant information to individuals and groups in a professional and timely manner;
- Support areas, potential projects and objectives including flagship projects to mainstream refugees and self-reliance for refugees into development efforts;
- Perform other duties as required.

Authority
The Incumbent will assist the External Relations Officer in these functions:

- The office is an active participant in development networks and fora (donor, UN, etc.);
- UNHCR is actively engaged in all One UN structures (programme, resource mobilization, communications, etc.);
- UNHCR's mandate vis a vis development fora such as One UN is defined and communicate;
- Gather and disseminate information to external stakeholders about UNHCR activities including other UN agencies, ensuring that the information is accurate and well presented, to help promote UNHCR image and contribute to fund raising;
- A final statement of achievements towards volunteers mobilized, activities participated in and capacities developed.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completion of secondary education with post-secondary training/certificate in a related field.
- Work Experience: 4 years job experience.
- Previous experience with results based management and budgeting in a UN agency.

DESIRABLE QUALIFICATION & COMPETENCIES

- Excellent analytical and strong communication/negotiation skills;
- Ability to grow sustainable partnerships as well as the ability to work with a variety of partners in diplomatic manner;
- Good knowledge of External Relations, Joint Resource Mobilization, and Fundraising in the context of humanitarian-development bridge;
- Excellent networking skills;
- Excellent spoken and written English including presentations and interventions in meetings and conferences;
- Experience in UNHCR external relations is a major asset;
- Experience with UNHCR programming (e.g. Results Based Management and Results Framework);
- Understanding and/or experience with One UN framework / Delivering As One;
- Experience working on solutions for refugee situations e.g. development outcomes for refugees.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on http://rwanda.unhcr.io by **31 July 2018.**

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color 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). Should you be asked for a fee or a benefit at any stage of this process, please report your concern to UNHCR's Investigation Service (inspector@unhcr.org).