

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Senior Programme CBI Officer is an active member of a bureau, field operation or division and provides strategic direction, quality control and oversight to UNHCR cash assistance. The incumbent ensures that operations implement technically sound CBI in line with technical guidance and supports the compliance with CBI policy and administrative instructions on CBI. S/he will ensure the strategic and coherent use of CBI and monitor them adequately. S/he will ensure adequate coordination of all CBIs in line with the collaborative cash delivery principles and provide technical guidance on CBIs to UNHCR staff and partners.

Internally s/he will liaise with UNHCR country offices and/or Bureaux and/or HQ and relevant divisions and sectors. Externally s/he will liaise with Implementing and Operational Partners, National Governments, line ministries, donors, UN agencies and other key stakeholders.

The incumbent is expected to work in line with the multi-functional team (MFT) approach, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Promote cash assistance, and the strategic and coherent use of CBI's, ensuring that CBI is maximised to meet protection, and in assistance and service provision throughout the displacement cycle, including in emergencies.
- Stay abreast of legal, political, security, technical and other developments which impact on the operational environment and assistance and service delivery through CBIs.
- Promote and ensure linkages with social protection and financial inclusion.
- Provide technical support on strategic planning and policy making on activities within the area of CBIs, including assessments, planning and budgeting, technical choices, legal and regulatory aspects, implementation modalities, coordination and monitoring.
- Support to ensure that CBI is fully, effectively integrated into the country operations plans and protection and solutions strategies.

- Collaborate with and support protection and sectors to increase the use of CBI in e.g. education, shelter, livelihoods, health and WASH programmes.
- Establish sound monitoring process for cash assistance, needed to measure and analyse CBI performance. Analyse trends and interventions, including CBI expenditure, upstream and downstream activities. Ensure post distribution monitoring (PDM) is conducted regularly and in line with the relevant guidance.
- Assess the technical soundness and generate recommendations for adjusting/adjust the CBI approach.
- Ensure fluid communication and information exchange with key stakeholders internally and externally.
- Lead/participate in relevant coordination and collaboration structures.
- Represent UNHCR or lead on behalf of UNHCR inter-agency coordination mechanisms on CBIs, promote and maintain collaborative cash arrangements, and strong relations with partners and other key actors, such as donors.
- Represent UNHCR in external technical fora.
- Generate data and analysis for evidence-base, communication, and visibility.
- Organise CBI-related knowledge management, learning and capacity building, including organising trainings and learning events.
- Fulfil CBI-related reporting requirements, including writing external updates, technical and PI material.
- Ensure the use of UNHCR CashAssist.
- Perform other related duties as required.

In Country Operations

- In close collaboration with the Senior Management, ensure the functioning of CBI component of Multi-Functional Team (MFT) and ensure CBI is implemented according to UNHCR's policies, rules and regulations.
- Ensure CBI is included in the preparedness and response planning, and prepare UNHCR to be the first responder to new emergencies/ and return situations with CBI.
- Lead required assessments to ensure optimal CBI design.
- In collaboration with Finance and other colleagues, establish CBI Standard operating procedures (SOPs) for the operation and coordinate the review with RB and the final clearance with HQ.
- Coordinate the Implementation CBI in accordance with the SOP, ensuring audit trail and proper accountability.
- Coordinate with Supply for timely procurement of financial service providers, including leading the technical evaluations and any other procurement related tasks, as well as contracting of financial service providers.

In Regional Bureaux

- Ensure the coordination of CBI across the Regional Bureau and with country operations.
- Provide technical support to country operations, in all aspects of CBI delivery, in line with UNHCR's policy and guidance.
- Assess technical soundness of the operations.
- Review and provide inputs for CBI Standard operating procedures (SOPs) for the operations and coordinate the review and final clearance with HQ.
- Review and provide inputs on issues and documents relating to procurement and contracting of financial service providers, including participation in technical evaluations as required.

In Headquarters

- Generate organisation-wide guidance, policies, positioning, and tools, including policy documents, technical guidance, evaluations, lessons learnt, communication and visibility materials, reports, and synthesis.
- Provide technical support for the rollout and the implementation of CBI to regional bureaux and operations.
- Oversee CBI-related knowledge management, training and learning.
- Coordinate the interdivisional support and actively contribute to the SOP clearance with DFAM, CBI procurement-related documents with SMS, and CBI-related contracts with Financial Service Providers with LAS, and collaborate with other Divisions and services as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P4/NOD - 9 years relevant experience with Undergraduate degree; or 8 years relevant experience with Graduate degree; or 7 years relevant experience with Doctorate degree

Field(s) of Education

*Economics;
Social Economics;*

*Social Science;
Political Science;*

*Business Administration;
or other relevant field.*

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Programme Management; HCR Results Based Management;

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Experience in working in cash based assistance programmes and proven knowledge and technical skills in set up, design, implementation and monitoring of CBIs from a multisectoral and protection perspective.

Desirable

Experience in interagency coordination.

Functional Skills

PS-Private sector fundraising and partnerships

PG-UNHCR's Programmes

CB-Cash-based Programming/Managing/Planning

ER-Donor Relationship Development and Management

MG-Resource Mobilization Techniques and Guidelines

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

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

Leadership

Managing Resources

Strategic Planning and Vision

Cross-Functional Competencies

Analytical Thinking

Political Awareness

Stakeholder Management

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.