



# Internal/External Vacancy Notice

## Programme Associate G-6

United Nations High Commissioner for Refugees (UNHCR)

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### Summary of the position:

**Title of the Position: Temporary Appointment - Programme Associate**

**Category & Level: General Service, G6**

**Location: UNHCR Representation in Sofia, Bulgaria**

**Effective date: 01 June 2022**

**Duration: for a period of eight months**

**Closing Date: 10 May 2022**

### Qualifications

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#### Essential minimum qualifications, professional experience and required competencies:

- Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

- Language Requirements:

Fluency in English and Bulgarian are required.

- Relevant Job Experience

Essential:

Demonstrated experience in programme management, Operation Management Cycle and related processes. Knowledge of Results Based-Management. Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc.).

Desirable:

Completion of UNHCR Learning Programmes or specific training relevant to function of the position including Programme Management – Level 1. E-tutoring of PM1, Framework for Implementing with Partners Learning Programme. Experience in programme management training and capacity building activities.

- Functional Skills

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\*IT-Computer Literacy

PG-Programme Management (project formulation, programme cycles and reporting standards)

PG-Results-Based Management

DM-Database Management

PG-Programme Analysis

PG-Assessments and Surveys

*(Functional Skills marked with an asterisk\* are essential)*

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## Organizational Context

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The Programme Associate would normally receive guidance from more senior programme staff in the operation/bureau/division. S/he may receive indirect guidance from other sections and units relevant to the country/region 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 by the operational 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. The incumbent will have to establish good working relationships with their peers at country level to facilitate the collection of information and other programme management related activities.

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

Whenever possible, the incumbent of the post will support the Integration unit with planning and organization of events, liaising with stakeholders, note taking etc. S/he will assist with the implementation of integration related activities in support to Ukrainian refugees in Sofia.

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.

## Functional Statement

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### Accountability and Responsibilities:

- Support the assessment and analysis of the needs of persons of concern in the country/region in a participatory manner and using an Age, Gender and Diversity (AGD) perspective as basis for planning.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities related to programme management if applicable.
- Assist in organizing and documenting the selection of partners in accordance with the policy on selection and retention of partners, ensuring due diligence to meet the requirements of projects.
- Provide support to the field with technical advice to ensure partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Support the implementation and performance of partnership agreements through field visits and appropriate physical monitoring if applicable, reviewing performance and financial reports.
- Support the development and implementation of MFT monitoring plans for activities implemented through partnerships and those under direct implementation in line with Programme Manual and programming instructions.
- Contribute to the review and analysis of operations plans, mid-year and year-end reports of the different UNHCR offices, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate and maintain records of implementation rate (performance progress and expenditures) on a regular basis.
- Follow up on any change in regards to alignment of results chain, verifying indicators, budget, prioritization, apportioning needed to measure programme performance, trends and target interventions, contributing to soundness of Operations Plan and enhancement of data quality.
- Follow up with UNHCR offices the compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- Provide support to the field through technical advice and training on resource allocation processes and other programmatic issues.
- Use UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight and FOCUS Reader, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.
- Support UNHCRs programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Perform other duties as required

## 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*  
*Managing Resources*

### **Cross-Functional Competencies**

*Analytical Thinking*  
*Planning and Organizing*  
*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.

## Contract and Remuneration

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Temporary Appointment for a period of eight months.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

## Eligibility and Applications

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### **DIRECTIONS:**

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=36282&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=36282&PostingSeq=1)

If you are a current employee of our organization, please use the following link instead:

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM\\_EMP.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Employee&SiteId=2&JobOpeningId=36282&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=2&JobOpeningId=36282&PostingSeq=1)

**Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test. No late applications will be accepted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**