



**VACANCY NOTICE (Re-advertisement)**  
**INTERNAL and EXTERNAL**

<b>POST NUMBER</b>	<b>POST TITLE</b>	<b>LEVEL</b>
#10003828	Assistant Programme Officer	NO-A

The above vacancy is announced in the National Office of the United Nations High Commissioner for Refugees (UNHCR) in Nur-Sultan, Kazakhstan.

UNHCR is committed to providing a trusted, respectful and inclusive environment where the people we serve and those who work for the organization feel safe, heard, equipped and empowered to speak up for themselves. UNHCR is also committed to responding and preventing sexual exploitation and abuse as well as sexual harassment.

**OPERATIONAL CONTEXT:**

The Assistant Programme Officer manages the UNHCR National Office in Nur-Sultan and reports directly to the UNHCR Deputy Representative for Central Asia in Almaty, Kazakhstan. The Assistant Programme Officer will also assist the provision of programmatic guidance and support for the implementation of UNHCR protection and solutions strategies within available resources in Central Asian countries. The incumbent will coordinate with other sections/units to ensure harmonized programmatic approaches at all levels and stages including through the new Results Based Management tool - COMPASS. S/he is expected to stay abreast of political, economic and institutional developments of relevance to the UNHCR programme. S/he will develop and maintain effective external relations with persons on subject matters of importance to UNHCR's programme, including government and authorities, refugees, asylum seekers, stateless persons, implementing and operational partners, UN and development partners as well as other public institutions and the private sector. As a most senior staff in Nur-Sultan National Office, s/he will represent UNHCR in relation to counterparts in various organizations, including at working level in national Government as delegated by the Representative for Central Asia.

S/he will work in line with the overall UNHCR directions which crucially require working with all counterparts, ensuring that programme management is approached as per UNHCR's Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), corporate positions on SDGs. The incumbent will make sure that needs of persons of concern to UNHCR in Kazakhstan are assessed and analyzed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form an evidence-based basis for planning and implementation. 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. UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Assistant Programme Officer.

The incumbent will have direct supervisory role over other national staff performing in the Nur-sultan office. Depending on operational needs, direct supervisor can make time specific arrangements subject to a given situation. S/he may receive indirect guidance from other sections and units relevant to the implementation of country and regional programme(s).

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of Deputy Representative, the incumbent will, among other things, perform the following duties:

- 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 policies.
- 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.

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- University degree or equivalent in Business Administration, Law, Economics, Social Science or related field
- Minimum 1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree
- Demonstrated experience in programme management, operations management cycle and sound knowledge Results Based-Management.
- Demonstrated experience in coordination within an inter-agency context and other actors (Implementing Partners (Governmentt/INGO/NGO/Corporate)
- Demonstrated experience in field operations, sound knowledge on the centrality of protection in programming, Joint Needs Assessments and the principles of targeting.
- Excellent communication, writing and reporting skills.
- Knowledge of English, Russian and Kazakh (desirable) languages

#### **ADDITIONAL COMPETENCIES (desirable)**

- 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.

**Please kindly note that shortlisted applicants will be invited to sit a test, which is eliminatory. ONLY successful applicants will be invited for the interview**

#### **Information for applicants:**

Current NPO staff members holding an indefinite or fixed-term appointment are eligible to apply to advertised positions in the NPO category at their personal grade and one grade below or above, as Group 1 candidates (Group 1 - current NPO staff members holding indefinite or fixed-term appointments in the country and are at the grade, one grade below or above of the vacant post).

All other candidates, who do not fall under Group 1, including GS staff members holding a university degree and fulfilling eligibility requirements, regardless of grade or length of service, may apply to this position as external applicants.

#### **Other Requirements**

Staff members must serve for a minimum of one year following assignment before being considered eligible to apply for another internally or externally advertised position within the same category. The minimum one year requirement is waived in respect of a staff member whose position is being discontinued/reclassified. Only nationals of the country are eligible to apply to this position.

**APPLICATIONS:**

**Closing date is 6 May 2021, 18:00 (Almaty time) the latest.** Applications should be accompanied by duly completed UNHCR Personal History Form (PHF) and be sent to the e-mail address: [KAZALHR@unhcr.org](mailto:KAZALHR@unhcr.org).

**Subject line should precisely indicate: VACANCY POSITION OF ASSISTANT PROGRAMME OFFICER, UNHCR KAZAKHSTAN.**

**UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.**

UNHCR MCO Almaty, Kazakhstan, 21 April, 2021