

1. Job Type

## 2. Job Information

Title

Functional Group - Level 1	<input type="text" value="3"/>	Grade	<input type="text" value="G5"/>
Functional Group - Level 2	<input type="text" value="3.1"/>	Job Code	<input type="text" value="000656"/>
Functional Group - Level 3	<input type="text" value="3.1.b"/>	CCOG Code	<input type="text" value="2.2.01"/>
Functional Clearance Required	<input type="text" value="No"/>		

## 3. Organizational Setting and Work Relationships

The Senior Programme Assistant would normally receive guidance from more senior programme staff in the operation/bureau/division. The incumbent 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 Senior Program Assistant.

S/he 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 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.

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

- Provide administrative assistance and support in routine services and activities within Programme thus better able to meet the needs of persons of concern.
- 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 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.
- Guided by the MFT approach, support the development and implementation of 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, 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.
- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- 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.
- Actively contribute to UNHCR's programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Perform other related duties as required.

## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

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#### Field(s) of Education

Not applicable.

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

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#### Certificates and/or Licenses

Not specified.

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

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#### 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.

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#### Functional Skills

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

PG-Results-Based Management

DM-Database Management

PG-Programme Analysis

IT-Computer Literacy

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

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#### 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.**

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## 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*

### **Cross-Functional Competencies**

*Analytical Thinking*

*Planning and Organizing*

*Stakeholder Management*

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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.