INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 17/HCR/KGL/VN/029

Title of Post: Solutions Officer  
Position Number: Temporary Appointment  
Category and Level: National Professional Officer, NOC  
Duty Station: Kigali, Rwanda  
Duration of assignment: Until 31 December 2017  
Enter on Duty: Immediate  
Closing date of application: 26 September 2017

ORGANIZATIONAL CONTEXT

The UNHCR Rwanda operation has been selected to pilot a new operational modality whereby planning, programming and implementation will follow the multiyear and multi partner (MYMP) approach. Besides extending the planning period to 5 years, the envisioned benefits of this new approach is to engage more holistically with a range of external stakeholders to achieve a long term Strategic Vision for refugees in Rwanda, enabled via a sequenced approach to implementation guided by key strategic objectives defined for 5 years.

The Solutions Officer (National Officer) is central in supporting the office to pursue a progressive approach to durable solutions by ensuring that planning, project design, and programming, including all protection activities, are in line with and supports the achievement of the Multi-Year, Multi-Partner Protection and Solutions strategy (MYMP). The Solutions Officer will also assess the alignment between UNHCR Rwanda’s Strategic Vision 2030 and Rwanda’s National Development Plans.

The Solutions Officer reports directly to the Deputy Representative. The incumbent will benefit from functional guidance from the Senior Programme and Senior Protection Officer, and work closely with Programme and Protection Units, the Core Team at Branch Office and in the field as well as UNHCR field offices. S/he will also benefit from support from technical units at HQs as appropriate. Under the overall direction of the Deputy Representative s/he is expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments. External contacts are predominantly with persons on subject matters of importance to Organization’s programme (e.g. counterparts in other organizations or at working level in national and local Governments).

FUNCTIONAL STATEMENT

Accountability

- Rwanda country operation is guided by the MYMP Strategy in a coherent and comprehensive manner in pursuit of agreed protection and solutions objectives.
- MYMP Protection and Solutions Strategy is implemented through strategic partnerships with relevant actors, including government, development actors, civil society and the private sector, and persons of concern such as refugees and ties into relevant national, regional and global frameworks and planning processes.
- The preparatory activities for the implementation of the strategy is continuously monitored and the results are reported in a timely manner.

Responsibility

- Assess the feasibility of the 2030 Strategic Vision for Refugees by reviewing all relevant documents and supporting materials and complement them with key interviews to verify the information obtained.
- Work with the country office to align the Multi-year strategy with the National Development Plans (including Sector strategies, Policies as well as District Development Plans); use the Comprehensive desk review to assess relevance and map various Development Plans and policies, Sector Strategic Priorities and District
Development Plans, legal frameworks; use informant interviews to verify information and obtain further detail.

- Undertake a comprehensive stakeholder analysis that should include an in-depth analysis of relevant actors including at the District level and their role and ability, interest, power and stake in contributing to the achievement of the MYMP Strategy.
- Develop a feasibility assessment of the 2030 Vision and the Strategic Objectives based on the review of documents, key informant interviews as well as stakeholder mapping.
- Explore the capacity and ability of Rwanda’s Districts - including but not limited to the districts that are currently hosting refugee camps - to host refugees in alternatives-to-camp settings; identify opportunities, gaps/challenges perceived by Districts that will enable them to host refugees living in mixed settlements or as self-settlers.
- Assist, in the development of strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country, with focus of in-country solution oriented approaches.
- Support the country office in drafting supporting documents for eventual funding applications.
- Assist in the application of solutions tools and methodologies and their adaptation to local contexts, including through trainings of UNHCR and partner staff.
- Assist in ensuring a community-based approach to the implementation of the operation’s protection and solutions strategy, including through consultations with persons of concern.
- Support the management and coordination of a broad network of partners and assist in capacity development.
- Undertake field visits to improve the planning, programming, implementation and monitoring of UNHCR projects and activities of strategic partners.
- Undertake proper data collection, use and monitoring of baselines, standards and indicators needed to measure and analyse trends and impacts of UNHCR’s interventions. In this endeavour, work closely with Protection, Livelihoods, Programme and other sector specific staff on maintaining the technical quality of the data collection in connection with baseline and monitoring.
- Support the Office in the development of mechanisms to assess performance, but more importantly, impact of the strategy and create basis for future review.
- Assist, in knowledge sharing across operations in the region and globally.
- Perform other duties as required.

Authority

- Provide inputs for the country operations plan as well as prepare funding submissions, and reports.
- Participate in meetings and all other processes that are relevant and related to durable solutions, including relevant operations/ programme/ protection meetings.
- Enforce compliance with UNHCR’s global strategies, protocols and guidelines.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Advanced university degree in Economics, Development, Law, International Law, Political Science, Social Science, International Relations or related field.
- Minimum of 6 years (8 years with a university degree) of relevant work experience in government, UN, bi/multilateral donor agencies, development agency, civil society or private sector.
- Knowledge of (inter)national strategies for multi-partner solutions and humanitarian/development programmes in varied context and countries.
- Demonstrated experience in programming, planning, designing/ implementing strategies, especially for solutions and community-based approaches.
- Strong coordination, stakeholder engagement and negotiation skills.
- Experience in working effectively with government authorities.
- Excellent drafting skills in English with an ability to present information in a concise, coherent and useful manner.
- Fluency in oral and written English.
DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Diverse field experience in relevant areas.
- Excellent knowledge of Kinyarwanda (written and verbal).
- Computer skills (in MS office).
- French desirable.
- Completion of Protection Learning Programme, Management Learning Programme.
- Strong local awareness of Rwanda and development planning and policy in Rwanda.
- Comprehensive understanding of Development Plans, Programs and Sector Strategies in Rwanda.
- Experience working with and strong knowledge of the Districts in Rwanda.
- Experience and familiarity with the refugee context is an advantage.

ELIGIBILITY

Candidates must be primarily Rwandan nationals. General Service staff, regardless of grade or length of service, with a relevant degree and meeting UNHCR standards for recruitment to the National Professional Officer category can apply, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled. Applications must be supported by documentation of fully effective performance history and demonstrated potential to assume professional responsibilities. National Professional Officers who have served for a minimum of one year in their present post will be eligible to apply. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL) paragraphs 70-77.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with "LAST NAME – Solutions Officer position" in the subject line to: RWAKIHRAPPS@unhcr.org by 26 September 2017.

Shortlisted candidates will 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).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: http://icsc.un.org