



Vacancy Notice

28 August 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/041

Title of Post: Associate Programme Officer
Post Number: Temporary Appointment
Duty Station: Kigali, Rwanda
Category and Level: NOB
Duration of assignment: Until 31 December 2019
Entry on Duty: Immediate
Closing date of application: **04 September 2019**

Organizational Setting and Work Relationships

The Associate Programme Officer may be based in HQ, field/regional bureau, typically reporting to and be guided by the Program officer and may supervise a small team of local staff. He/she may refer to UNHCR's Programme Manual (Chapter IV), UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations for further guidance.

The Associate Programme Officer will provide programmatic guidance and support with regard to the implementation of protection and solutions strategies within available resources. S/he will coordinate with the other sections/units to ensure harmonized programmatic approaches at all levels and throughout the UNHCR Operations Management Cycle. The incumbent will work in line with the overall UNHCR directions which crucially require working with partners, including with persons of concern, governmental institutions and the private sector, ensuring that programme management is approached as per UNHCR's Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), and corporate positions on SDGs.

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.

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.
- Support the revision and analysis of plans, mid-year and year-end reports of UNHCR office(s) in the Area of Responsibility (AoR), ensure quality assurance and compliance with established policies, guidelines, procedures and standards.
- Assist in the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.

- Provide support to ensure a consistent 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 across the region, in line with global standards and policies.
- Actively contribute to UNHCR's programming of community of practice and continuously contribute to improvements of programming tools and processes.
- Oversee 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.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

Three years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Economics; Business Administration; Social Sciences; or other relevant field.

Certificates and/or Licenses

*Programme Management
Certification Programme in Programme Management (CP-PM)*

Relevant Job Experience

Essential:

Demonstrated experience in programme management including familiarization with the OMC and sound knowledge of Results Based-Management. Demonstrated experience in field operations, sound knowledge on the centrality of protection in programming, Joint Needs Assessments and the principles of targeting.

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.

Functional Skills

*MG-Project Management
PG-Results-Based Management
PG-UNHCR's Programmes
PG-Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)
DM-Data Management*

Language Requirements

Knowledge of English and another UN language of the duty station and Kinyarwanda.

Competency Requirements

Core Competencies:

*Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation*

Managerial Competencies:

*Judgement and Decision Making
Managing Resources
Empowering and Building Trust*

Cross-Functional Competencies:

Analytical Thinking

Negotiation and Conflict Resolution

Political Awareness

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **04 September 2019**.

Shortlisted candidates may 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).

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>