

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Senior Shelter Officer leads the shelter and infrastructure activities of UNHCR ensuring there is strong cross sectoral synergies with other sectors and protection. The incumbent acts as focal point for maintaining effective coordination with any established shelter sector working group. In addition, s/he is responsible for the strategic management and monitoring of construction related implementing partners and contractors, and for collaboration with Administration, Finance and Programme on all programmatic issues within the Area of Responsibility (AoR). S/he shall be working closely with other sections on shelter and general infrastructure related activities and provides functional shelter and infrastructure guidance to the team as well as to the shelter experts in relevant field locations.

The Senior Shelter Officer should ensure the operation is conducting the most effective shelter and general infrastructure response possible by ensuring comprehensive sectoral needs assessments are carried out in liaison with other relevant sectors. This implies the gathering of both quantitative and qualitative data on the profile/needs and living conditions of both the displaced population and host community, taking into account the current situation, projected population planning figures and the expected scale of returns.

The Senior Shelter Officer ensures that shelter and infrastructure responses evolve according to the changing nature of the situation, progressively working towards more durable solutions and drawing from local building practices and materials.

Within an urban context, it is essential that shelter responses take into consideration urban planning strategies, including an analysis of residential areas, housing affordability and availability. In addition, regardless of the context, shelter assistance should at all times minimize the risk of eviction, unsafe conditions, exploitation and abuse, overcrowded living conditions, limited access to services and unhygienic living conditions. Special attention must be given to the environment and low carbon approaches, attention to material selection through sustainable means to ensure a green approach to shelter delivery.

In the UNHCR Country Offices the Senior Shelter Officer works closely in a multi-functional team and reports to the Senior Technical Coordinator or Senior Programme Officer and maintains a strong collaboration with the Shelter and Settlements Section in HQ.

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

Technical Guidance

- Develop shelter strategies and periodically review them to reflect evolving situations and align with national and global level policies and guidelines including: The Global Compact on Refugees, Sustainable Development Goals, Relevant Global Strategies and Policies.
- Support the Operation with the development and periodic updating of a suitable shelter approach, taking into consideration area-based multi-sectoral approaches, age and gender, culture, climate, environmental protection and the availability of local resources, including materials, capacities and existing infrastructure.
- Carry out comprehensive sectoral needs assessments while liaising with other relevant sectors such as protection, programme, community services, WASH, administration and supply. Engage with the relevant stakeholders to ensure that the beneficiary selection process prioritises the shelter needs of the most vulnerable Persons of Concern (POC) are addressed.
- Provide shelter responses that are in line with the Master Planning Principles and designed to adopt to an area-based approach in implementation.
- Review, identify and monitor shelter programmes and initiate responses to address the gaps in collaboration and coordination with key UNHCR technical staff, operational partners and authorities as required.
- When planning shelter solutions, ensure that due consideration is given to standards in other relevant sectors such as water and sanitation, infrastructure for reception, education and health so that implementation is synchronised and coordinated.
- Oversee the adherence of technical elements to standards that reflect UNHCR and other international minimum standards and implementation within budgetary requirements for all shelter and infrastructure works.
- Monitor and follow up the design and construction works to confirm these are approved by the relevant authorities, technically sound, supplemented with accurate drawings, detailed BQs and specifications.
- Ensure technical information is available on the SIP (settlement information portal), ensure shelter dashboards are populated with relevant data, prepare mission reports and debrief.
- Establish clear guidance and detailed standards for coordinated shelter assessments, specific to the operational context in line with emergency standards and long-term durable shelter solutions.
- Advise UNHCR's implementing partners on sound technical shelter and settlement issues while ensuring compliance with global, national and operational strategies and guidance.
- Ensure the dissemination and compliance with appropriate internationally accepted shelter standards, best practice and guidelines within UNHCR and among partners to meet quality and oversight expectations.

Coordination and Leadership

- Provide strong leadership in ensuring that UNHCR's country operation is technically sound in the field of shelter, construction and infrastructure development so as to best meet the needs of POC.
- Coordinate and manage UNHCR's shelter and infrastructure interventions in a timely, cost-effective, inter-sectoral manner providing adequate delivery of technical interventions and services to support operational needs. Liaise with the government, line ministries and relevant authorities and counterparts to ensure strong coordination and partnership.
- Where activated, ensure a close and operational leading role in the Shelter Cluster so that UNHCR's operational footprint is aligned with the agency goals. In refugee operations, take on the role of the coordination of shelter and settlement activities in line with the Refugee Coordination Model.
- Participate, as technical focal point for shelter/infrastructure, in coordination meetings with various stakeholders including Government counterparts to ensure UNHCR's interests and those of the POCs are adequately reflected and disseminate information to all stakeholders in a timely, efficient manner.
- Coordinate with partners to assess, analyse and map available information on shelter options in country considering relevant policies, guidelines and plans adopted by the Government.

Collaboration

- Collaborate with Programme and emphasise the importance of reviewing technical components of the Project Partnership Agreements that contain any construction and infrastructure projects. Provide guidance to Programme during Implementing Partner Selection of shelter sector partners.
- Engage with Programme as an active member of the Multi-Functional Team in the Operation and regularly participate in multi-sectoral activities to ensure protection and assistance needs of the population are met.
- Engage with the Supply team and provide guidance on matters related to the procurement of construction, infrastructure and other sector related works and services, including the development of technical specifications, BoQs, drawings, etc. for bid documents.
- Oversee the technical evaluation of the received bids as well as review/inspect the quality of shelter and infrastructure products/works during implementation and at completion.

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.***

5. 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

Judgement and Decision Making

Leadership

Managing Performance

Managing Resources

Strategic Planning and Vision

Cross-Functional Competencies

Negotiation and Conflict Resolution

Political Awareness

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.

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.