

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNOPS VACANCY NOTICE

Title of Position: Programme Associate
Position Number: UNOPS - Individual Contractor Agreement
Category & Level: Local UNOPS, LICA-6
Location: Istanbul
Effective date: as soon as possible
Duration: initially for a period of one year
Closing Date: **11 November 2018**

PREAMBLE

The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 56 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions.

As regard Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR's work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing.

UNHCR in Turkey processes cases in close consultation with DGMM for the purposes of resettlement, intervenes to strengthen the protection environment and access to social support mechanisms, and endeavours to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries.

UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep and Istanbul, as well as field units in Sanliurfa, Hatay and Van.

To find out more information about UNHCR, please visit our [website](#).

ORGANIZATIONAL CONTEXT

With over an estimated 3 million refugees in Turkey and the increasing number of refugees living in urban context in the Marmara Region and Istanbul, the number of partners in the region has increased dramatically in order to respond to needs of persons of concern. This increase eventually requires close follow up, capacity building and monitoring of existing and future partners and stakeholders especially Municipalities, Ministry of Family and Social Policies and new partner NGOs.

Against this background, the increase in engagement with governmental authorities in view of providing support and improving their physical and staffing capacity in particular with Ministry of Family and Social Policies, and municipalities and the necessity to conduct regular multi-functional monitoring that requires the attention of protection and program colleagues, it is evident that the programme component of all activities becomes more and more significant in Istanbul and Marmara Region.

The Programme Associate reports to the Head of Office. He/she normally receives guidance from senior programme staff in the operation. He/she may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide

the work of the Programme Associate. 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.

The incumbent 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.

FUNCTIONAL STATEMENT

Accountabilities

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibilities

- Assist in negotiating agreements with implementing partners and ensure that IP agreements are established in conformity with UNHCR's financial rules and the latest Headquarters' instructions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures; undertake field visits as required.
- Use UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

Authorities

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.
- Represent UNHCR in physical monitoring of projects.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- **Education**
 - Completion of Secondary education and post-secondary training/ certificate in Business Administration, Social Science, International Law or related field
- **Job experience**
 - Minimum 3-6 years of previous relevant experience. (Advanced University degree and/or Master's degree may be considered towards work experience)
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Computer skills (in MS office)
- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Good knowledge of UNHCR financial rules, procedures and processes
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities

ELIGIBILITY

Candidates must be legally present in Turkey at the time of application, recruitment and hire. Non-Turkish citizens are required to submit a valid Turkish residence permit at application to be considered.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter, CV and Turkish residence permit (in case of foreign nationals) by e-mail with "Your LAST name – Programme Associate – Istanbul (UNOPS)" in the subject line to: TURANREC@unhcr.org by **11 November 2018**.

Shortlisted candidates may be required to sit for a written test. Only short-listed candidates will be notified. No late applications will be accepted.

UNHCR/UNOPS 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. Local UNOPS net monthly salaries are between TRY 6,490.00 and TRY 8,154.00 depending on experience. Please visit [UNOPS portal](#) to find out more about the organization and remuneration package.