

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 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.

## 4. 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.

## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

*For P2/NOB - 3 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.*

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

#### Certificates and/or Licenses

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

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

#### 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*

*(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**

*Judgement and Decision Making*

*Managing Resources*

*Empowering and Building Trust*

### **Cross-Functional Competencies**

*Analytical Thinking*

*Negotiation and Conflict Resolution*

*Political Awareness*

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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.

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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.