

**INTERVAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. UNHCR/WAS/2020-04**

<b>Title of Post</b>	<b>Programme Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Type of contract</b>	<b>Temporary Appointment (6 months with possibility of renewal)</b>		
<b>Location</b>	<b>Washington DC, USA</b>	<b>Date of Issue</b>	<b>10 February 2020</b>
<b>Effective date of assignment</b>	<b>ASAP</b>	<b>Closing Date</b>	<b>24 February 2020</b>

**Operational Context:**

The Programme Associate would normally receive guidance from more senior programme staff in the operation/bureau/division. S/he may receive indirect guidance from other sections and units relevant to the country/region 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 by the operational 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. The incumbent will have to establish good working relationships with their peers at country level to facilitate the collection of information and other programme management related activities.

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.

**Duties:**

- Support the assessment and analysis of the needs of persons of concern in the country/region in a participatory manner and using an Age, Gender and Diversity (AGD) perspective as basis for planning.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities related to programme management if applicable.
- Assist in organizing and documenting the selection of partners in accordance with the policy on selection and retention of partners, ensuring due diligence to meet the requirements of projects.
- Provide support to the field with technical advice to ensure partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Support the implementation and performance of partnership agreements through field visits and appropriate physical monitoring if applicable, reviewing performance and financial reports.
- Support the development and implementation of MFT monitoring plans for activities implemented

through partnerships and those under direct implementation in line with Programme Manual and programming instructions.

- Contribute to the review and analysis of operations plans, mid-year and year-end reports of the different UNHCR offices, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate and maintain records of implementation rate (performance progress and expenditures) on a regular basis.
- Follow up on any change in regards to alignment of results chain, verifying indicators, budget, prioritization, apportioning needed to measure programme performance, trends and target interventions, contributing to soundness of Operations Plan and enhancement of data quality.
- Follow up with UNHCR offices the compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- Provide support to the field through technical advice and training on resource allocation processes and other programmatic issues.
- Use UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight and FOCUS Reader, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.
- Support UNHCRs programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Perform other duties as required

### **Education & Professional Work Experience:**

6 years relevant experience with High school diploma plus advances training/certificate.

Relevant Job Experience

#### *Essential:*

Demonstrated experience in programme management, Operation Management Cycle and related processes. Knowledge of Results Based-Management. Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc.)

Experience in design and monitoring of humanitarian or development projects with the UN, (I)NGO or any other relevant entity

#### *Desirable:*

Completion of UNHCR Learning Programmes or specific training relevant to function of the position including Programme Management – Level 1. E-tutoring of PM1, Framework for Implementing with Partners Learning Programme. Experience in programme management training and capacity building activities.

Knowledge of Spanish language

### **Functional Skills**

\*IT-Computer Literacy

PG-Programme Management (project formulation, programme cycles and reporting standards)

PG-Results-Based Management

DM-Database Management

PG-Programme Analysis

PG-Assessments and Surveys

### **Language Requirements**

Fluency in English required.

### **Core Competencies:**

*Accountability*

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

Managerial Competencies:  
*Empowering and Building Trust*  
*Managing Resources*

Cross-Functional Competencies:  
*Analytical Thinking*  
*Planning and Organizing*  
*Stakeholder Management*

**Eligibility:** This Vacancy is opened to both internal and external candidates.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country and who has been selected by the Appointments Committee for a UNHCR position (former UNHCR General Service staff members having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year and if the seniority requirements are met, for a period of two years following separation) will also be considered internal applicants). Hence, UNHCR staff hired on temporary basis; affiliate workforce (such as UNOPS, interns and consultants); and all other non-UNHCR applicants are considered external candidates. Interested internal staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012).

**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>

**Submission of Applications:**

Interested candidate should submit their application by email to: [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) “**Programme Associate TA Washington**” in the subject line of the email by the above-mentioned closing date. In the application candidate should include: 1) UNHCR Personnel History Form available: [www.unhcr.org/recruit/unhcr-phf.docm](http://www.unhcr.org/recruit/unhcr-phf.docm) for extra space, Supplementary Sheet available: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) 2) a letter of motivation. Shortlisted candidates may be required to sit for a written test and/or oral interview.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.**

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees). UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.