

Internal/External Vacancy Notice

(Replacement capacity)¹

Title of Post & Grade : Programme Associate, GL6
Location : Quetta, Pakistan
Date of Issuance : 04 April 2017
Closing Date : 16 April 2017
Position No. : 10006019
Vacancy Notice No. : VN/058/2017

ORGANIZATIONAL CONTEXT:

The incumbent normally receives guidance from more 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.

Duties and Responsibilities:

Accountability:

- 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.

Responsibility:

- 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.

Authority:

- 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.

Minimum qualifications and professional experiences required:

- Completion of Secondary education and post-secondary training/ certificate in Business Administration, Social Science, International Law or related field
- Minimum 6 years of previous job experience relevant to the function
- Computer skills (in MS office)
- Fluency in English and working knowledge of another relevant UN language or local language

¹ This position is advertised in replacement capacity as incumbent holds lien to the position

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
-

Applicants are requested to send a covering letter explaining their interest of the particular vacancy they are applying for along with the Personal History Form (attached) and factsheet. Applications received without indication or reference to the position title will not be considered. Candidates can submit their applications in writing or by e-mail to pakquhr@unhcr.org. Applications received within the deadline will only considered.

Females are strongly encouraged to apply