
UNHCR OFFICE IN SOMALIA

FLASH VACANCY NOTICE

Vacancy Notice No.: SOM/HAR/15/005

Functional Title: **Senior Programme Associate**

Position Number: **Temporary Appointment**

Duty Station: **Sub-Office Hargeisa, Somalia**

Date of Entry on Duty: **As soon as possible**

Category and Level: **GL 7**

Closing Date: **07 November 2015**

1. ORGANIZATIONAL CONTEXT.

The incumbent will receive guidance from the Admin/Programme Office in the operation. The incumbent normally supervises some support staff. S/he 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 Senior 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.

Accountability *(key results that will be achieved)*

- 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 (*process and functions undertaken to achieve results*)

- Provide inputs for developing the country operations plan for overall compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Assist in organizing and documenting a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities.
- 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.
- Assist in the design and preparation of detailed operations plan according to UNHCR standards and draft relevant agreement to be concluded with IPs.
- 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.
- To ensure quality programmes, 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 monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- 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.

2. ESSENTIAL MINIMUM QUALIFICATIONS:

- Completion of Secondary education and advanced training/ certificate in Business Administration, Social Science, International Law or related field.
- Minimum 11 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.

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.

Cross-Functional Competencies:

- Empowering and Building Trust
- Managing Performance
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

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Candidates should complete and attach a UN Personal History Form (P11) to their written application (including contact details) and send it via email ONLY to somhahr@unhcr.org quoting in the subject line the vacancy number. THERE IS NO NEED TO SEND ANY OTHER DOCUMENTATION ALONG WITH THE APPLICATION AND P.11.

We may conduct a written test for this position. Equally qualified women candidates are encouraged to apply. Only Short-listed candidates will be contacted for written test and/oral interview.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

Date Issued: 28 October 2015

NB: UNHCR does not charge any fee at any stage of the recruitment process.