



Vacancy Notice No. 02/2020
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
(UNHCR)

INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

Title of the Post	Assistant Programme Officer	Category/grade	National Professional Officer (NPO), NOA
Post Number	10024464	Type of contract	Fixed-Term Appointment
Location	Colombo, Sri Lanka	Date of Issue	09 August 2020
Effective date of assignment	As soon as possible	Closing Date	22 August 2020

Organizational Context and Work Relationships:

UNHCR has been operational in Sri Lanka for over 30 years, setting up initially on the invitation of the Government to assist with the mass repatriation of Sri Lankan refugees from India in 1987. UNHCR carries out refugee status determination of asylum-seekers, provides assistance to recognized refugees and seeks durable solutions for them; facilitates the voluntary repatriation of Sri Lankan refugees in Tamil Nadu, India and advocates for Sri Lanka's accession to statelessness instruments. UNHCR disengaged from direct assistance to internally displaced persons and IDP returnees in the North and East but provides its technical expertise and institutional knowledge to the Government and sister UN agencies in the context of the operationalization of the National Policy on Durable Solutions for Conflict Affected Internal Displacement.

The Assistant Programme Officer supervises and oversees the UNHCR programme activities for Sri Lanka and reports to the Head of National Office. He/she will supervise a small team of local staff and will work closely with all other units in UNHCR Sri Lanka, the UNHCR Regional Bureau for Asia and the Pacific. She/he is also expected to stay abreast of the challenges posed to the country by the political context, the UN and humanitarian reform and institutional developments.

The Assistant Programme Officer will support the provision of programmatic guidance and support with regard to the implementation of protection and solutions strategies within available resources. The incumbent will play a role in coordinating with the other sections/units to ensure harmonized programmatic approaches at all levels and throughout the UNHCR Operations Management Cycle. S/he 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), 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. The candidates who have related work experience over four years in Programme management will be given preference.

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.

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.
- Contribute to the review and analyse of plans, mid-year and year-end reports of UNHCR offices in the region, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards.
- Assist with the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.
- Contribute to the successful 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 within the Area of Responsibility (AoR), 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.
- Identify potential gaps and problems and in cooperation with other relevant sections recommend appropriate solutions to ensure the efficient implementation of programme activities.
- Assist in 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.

Minimum Qualifications:

Education & Professional Work Experience:

One (01) year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree.

Fields of Education: Economics, Business Administration, Social Sciences or other relevant field.

Relevant Job Experience:

Essential: Demonstrated experience in programme management including familiarization with the Operational Management Cycle (OMC) and sound knowledge 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:

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

Results-Based Management

UNHCR's Programmes

Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)

Language Requirements: Excellent knowledge of English and Sinhala and/or Tamil language.

Competency Requirements:

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Empowering and Building Trust

Judgement and Decision Making

Managing Performance

Cross-Functional Competencies:

Analytical Thinking

Change Capability and Adaptability

Negotiation and Conflict Resolution

Eligibility: Candidates must be Sri Lankan nationals.

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: If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internal candidates only) and signed Personal History Form by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to LKACOHR@UNHCR.ORG by the closing date.

The Personal History Form and its supplementary sheet can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and

https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

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.

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