

**FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY.  
IT IS MANADATORY THAT APPLICANTS INDICATE THE VACANCY CODE IN THE SUBJECT LINE OF THE APPLICATION EMAIL.**

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: **Program Associate/ G6**

**Vacancy Code: VN-DOTA-2019-002**

Contractual Status: **Temporary Appointment**

Date of Issue: **20 March 2019**

Duty Station: **Duhok- Iraq**

Deadline for applications: **28 March 2019**

### INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

#### OPERATIONAL CONTEXT

The refugee population of the Dohuk Governorate of KR-I currently stands at 97,000 individuals, consisting of predominantly Syrian fleeing the conflict in Syria. The majority of refugees reside in one of the four refugee camps, while over 40% live in urban and rural areas of the governorate. In 2019, the refugee population in the governorate may remain largely stable with low to moderate new arrival and return movements. While Iraq is not a signatory to the 1951 Geneva Convention relating to the Status of Refugees and the 1967 Protocol relating to the Status of Refugees, the country is a signatory to most of the United Nations human rights Instruments (ICCPR, ICESR, CERD, CRC, CEDAW, CMW, etc). Meanwhile, the national legal framework, being rooted in the 1971 Political Refugee Act, is undergoing review. The Internally Displaced Population (IDPS) of the Dohuk Governorate of KR-I currently stands at more than 400,000 individuals fleeing conflicts in Iraq. Dohuk Governorate is still hosting 78% of all IDPs who fled during the Sinjar crisis (summer 2014). The majority of IDPs reside in urban and rural areas of the region, while around 40% are in one of the 17 IDP camps throughout the governorate; many IDP families remain in inadequate shelters.

The current socio-economic situation, active conflict in some areas and security constraints in Iraq have an adverse impact on protection space for IDPs. IDPs face specific protection concerns such as legal challenges in obtaining the civil registration documents, accessing available public services, seeking legal remedies and government support. Moreover, IDPs living in urban/rural locations may face unique protection risks, including critical housing arrangements, labor exploitation, and an increased risk of SGBV and child labor. With the view of providing adequate protection and assistance to all IDPs through an inclusive and holistic approach, UNHCR is working closely with a number of partners, both NGO and governmental, as well actively engages through the Cluster approach, including chairing and/or co-chairing some of the Working Groups and respective Sub-working groups.

The Programme Associate normally reports to and receives guidance from the Associate Programme Officer or any other designated senior programme staff. 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. The Programme Associate is expected to coordinate quality, timely and effective multi-sectoral programme responses to the needs of populations of concern and identify opportunities for increased efficiency and effectiveness.

The incumbent will undertake the following responsibilities under the direct supervision of the Associate program Officer at UNHCR Sub Office Duhok.

#### **FUNCTIONAL STATEMENT**

##### **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.

**REQUIRED COMPETENCIES**

- Managing Resources
- Analytical Thinking
- Planning and Organizing

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE 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

**LANGUAGE**

- Fluency in English and working knowledge of Kurdish or Arabic.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Bachelor degree in Business Administration, Social Science, International Law or related field
- Excellent computer skills; Microsoft Office, Spreadsheets, PowerPoint, Microsoft Access.
- 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
- In depth knowledge of the programme cycle and budgeting.
- Excellent oral and drafting skills in English, Kurdish and Arabic

**Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:  
e-mail: [irqerbad@unhcr.org](mailto:irqerbad@unhcr.org)**

**Please indicate the vacancy code you are applying for in the subject.  
Please note that longlisted candidates may be requested to sit for a written test.  
Only short-listed applicants will be contacted, and engagement is needed immediately.**