

FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY.

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: Senior Program Assistant/ G5
Contractual Status: Temporary Appointment
Duration: Six (6) months (possible extension)
Duty Station: Dohuk - Iraq

Vacancy Code: VN-DOTA-2019-007

Date of Issue: 11 September 2019

Deadline for applications: 25 September 2019

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

UNHCR Sub-Office in Dohuk provides humanitarian support to over 95,000 refugees and 387,097 IDPs across 21 camp and non-camp areas working with 7 Partners. The majority of refugees reside in four refugee camps (Domiz 1, Domiz 2, Akre, and Gawilan), while over 40% of them live in urban and rural areas of the region. 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). The focus of Sub Office Dohuk, in line with UNHCR's mandate, operational priorities and identified needs, is ensuring registration and documentation of the persons of concern, prevention of refoulement, monitoring of border movements, provision of basic needs, and identification of durable and sustainable solutions.

The Senior Programme Assistant reports directly to the Associate Programme Officer. 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.

The candidate should have experience in and in-depth knowledge of working with Refugees, IDPs and returnees. Demonstrated awareness of the political and security challenges which may impact the normal project delivery is needed and will be an added advantage. S/he is needed to have a sound demonstrated skills in dealing with authorities and other stakeholders in the operation. The candidate should have high levels skills in budgeting, flexible project management – which include re-prioritization and reallocation of resources based on needs through Age Gender Diversity lenses. The candidate should demonstrate past efforts towards continuous learning and reflect creativity and innovation in supporting sustainable protection and solutions strategies; especially with the transition from humanitarian to development approaches for the Iraq operation. Knowledge of Arabic and Kurdish, and finance degree qualifications are desirable.

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.

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

Duties:

- Provide administrative assistance and support in routine services and activities within Programme thus better able to meet the needs of persons of concern.
- 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 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.
- Guided by the MFT approach, support the development and implementation of 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, 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.
- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- 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.

- Actively contribute to UNHCRs programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

4 years relevant experience with High school diploma plus Advanced 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)

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.

Functional Skills

PG-Programme Management (project formulation, programme cycles and reporting standards)
PG-Results-Based Management
DM-Database Management
PG-Programme Analysis
IT-Computer Literacy

(Functional Skills marked with an asterisk* are essential)

Language Requirements

Knowledge of English, Kurdish and Arabic languages.

REQUIRED COMPETENCIES

Core Competencies:

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

Managerial Competencies:

Empowering and Building Trust

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing
Stakeholder Management

Interested eligible applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs>, attaching the New Personal History Form with a covering letter in English explaining their interest in the positions. Kindly note that only electronic applications submitted through the website will be considered.

Please note that longlisted candidates maybe requested to sit for a written test. Only short-listed applicants will be contacted, and engagement is needed immediately.