

**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: Assistant Programme Officer/NOA**  
**Position Number: 10023515**  
**Contractual Status: Fixed Term Appointment**  
**Duration: One (1) year (initially)**  
**Duty Station: Dohuk - Iraq**

**Vacancy Code: VN-DO-2019-006**  
**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 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 candidate should have demonstrated skills in effective writing, risk management, communication, team supervision, coordination (intra and inter organizational), time management and personal management. 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 . Training/certificate in Finance would be considered an asset.

The Assistant Programme Officer will be based in Dohuk and receive guidance from Associate Programme Officer. The incumbent may refer to UNHCR's Programme Manual (Chapter IV), UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations for further guidance.

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

**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.

### **Essential Minimum Qualifications and Experience:**

*1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree*

#### **Field(s) of Education**

*Economics  
or other relevant field.*

*Business Administration*

*Social Sciences*

#### **Relevant Job Experience**

##### ***Essential:***

Demonstrated experience in programme management including familiarization with the 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**

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

*PG-Results-Based Management*

*PG-UNHCR's Programmes*

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

#### **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  
Judgement and Decision Making  
Managing Performance*



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**Cross-Functional Competencies:**

*Analytical Thinking*

*Change Capability and Adaptability*

*Negotiation and Conflict Resolution*

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.

UNHCR IRAQ

