



# UNHCR JOB DESCRIPTION

**Post grade:** NOA

**Job Title:** Assistant Programme Officer

**Position n°:** 10011280

**Duty Station:** Rabat, Morocco

**Contract Type/Period:** FTA / one year renewable

**Expected starting date:** 01/01/2016

## POSITION REQUIREMENTS

### ORGANIZATIONAL CONTEXT.

The incumbent is normally supervised by more senior programme staff in the operation. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Assistant Programme Officer. S/he is also 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 required to have basic conceptual knowledge of profession, be dynamic and able to take higher responsibilities progressively. S/he is supervised, coached and guided by the supervisor. The incumbent does not normally have direct supervisory role over other staff. However, it rests upon the supervisor of the post to make time specific arrangements subject to a given situation.

External contacts are predominantly with persons on subject matters of importance to Organization's programme (e.g. counterparts in other organizations or at working level in national Governments).

### FUNCTIONAL STATEMENT.

#### **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*)

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.
- 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 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.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions.
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels.

- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and 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.
- Monitor the implementation of IP Risk Management techniques and tools.
- Performs 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.

**REQUIRED COMPETENCIES,**

<u>Code</u>	<u>Managerial Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- University degree or equivalent in Business Administration, Law, Economics, Social Science or related field
- Previous job experience: 2 years of previous job experience relevant to the function. In an international. Capacity: 1 year.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

\*\*\* *For National Officer positions, very good knowledge of local language and local institutions is essential.*

**DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Completion of specific training relevant to functions of the position
- Knowledge of UNHCR financial rules, procedures and processes
- Knowledge of another relevant UN language
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Computer skills (in MS office)

**Please note that all short listed applicants will be required to undertake a written test in addition to the normal interview process.**