

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL / EXTERNAL VACANCY NOTICE – FIXED TERM APPOINTMENT

Title of Position: Senior Programme Assistant
Position Number: 10031162
Category & Level: General Service, G5
UNHCR Esmeraldas, Ecuador
Effective date: 1 March 2021
Duration: **One year (upon medical clearance and work references check)**
Closing Date: **25 January 2021**

OPERATIONAL CONTEXT

The UNHCR operation in Ecuador is fundamentally driven to deliver protection and solutions to variety of persons of UNHCR's concern such as asylum-seekers, refugees, and stateless in partnership and close collaboration with national authorities as well as non-governmental organizations and communities. Particular attention and specific multi-faceted protection and assistance is often provided within short timeframes and at times little resources in demanding operational environment. The wide palette of activities is principally coordinated from Quito and other duty stations (such as Esmeraldas, Guayaquil, Ibarra, Tulcán and Lago Agrio) where UNHCR maintains its presence.

Therefore, UNHCR seeks to recruit persons devoted to the purposes of the Office of the High Commissioner for Refugees who have commitment to humanitarian principles and functionally relevant work experience with different stakeholders. The candidates should have flexibility/adaptability i.e. analysing, adapting to, and working effectively in a variety of situations, often under demanding conditions, and coping with the unforeseen or unexpected. Team spirit as well as result orientated performance is also required. **The candidates should have strong communication skills (written and spoken) principally in Spanish language whereas working level of English language is strongly desired.** A high level of mobility and adaptability is required of the candidates as they may be requested to take up field mission in and out of the country at short notice.

Esmeraldas is a province in north western Ecuador where it borders southern Colombia. The province suffers from entrenched economic and security challenges, and residents often lack access to basic services.

The UNHCR Field Office in Esmeraldas opened in 2008 to protect Colombian refugees fleeing to the northern border province of Ecuador, primarily from southern Nariño. Colombian refugees continue to flee to Esmeraldas due to the complex security situation created by territorial disputes for southern Nariño due to the power vacuum left by the FARC demobilization after the 2016 peace agreement. The population of Venezuelan refugees and asylum seekers has also steadily increased in Esmeraldas as Ecuador has become a major destination and transit country of Venezuelans in need of international protection.

The programming of the Field Office in Esmeraldas reflects the operational prioritization of Community Based Protection (CBP) strategies to ensure the rights of an increasing refugee population, as well as the host population that faces its own challenges. In this way, the Field Office increases its protection impact while encouraging productive local integration of persons of concern to UNHCR. In light of this focus in FO programs, the Programme Senior Assistant will be required to spend significant time in the field supporting the development of CBP initiatives, and experience and capacity in this area of UNHCR programme is an asset.

The Programme Senior Assistant provides programmatic assistance to the immediate supervisor and/or Programme Officer to ensure effective delivery of services and achievement of objectives. UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Senior Assistant. 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, as well as, with partners and other stakeholders to collect information, monitor programme activities and implement operational and administrative requirements. The nature of certain tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

ORGANIZATIONAL CONTEXT

The Senior Programme Assistant would normally receive guidance from more senior programme staff in the operation/bureau/division. The incumbent may receive indirect guidance from other sections and units relevant to the country/region programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Program Assistant.

S/he 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 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.

FUNCTIONAL STATEMENT

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

- 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, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- For G5 – 2 years of relevant experience with High School Diploma; or 1 year of relevant work experience with Bachelor or equivalent or higher.

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 QUALIFICATIONS AND COMPETENCIES

- 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

Language Requirements

- For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

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

ELIGIBILITY

Candidates for vacancy announcements in the GS category are divided in Group 1, Group 2 and external candidates in accordance with RALS. Group 1 and Group 2 candidates are eligible to apply to internally and externally advertised positions. External candidates are eligible to apply to externally advertised positions. See RALS page 9, item 36.

SUBMISSION OF APPLICATIONS

- Shortlisted candidates will sit a technical test.
- Foreign candidates, to be considered eligible for this position, must have a temporary or permanent residence in Ecuador that allows them to carry out work activities in the country
- If you wish to be considered for this vacancy, please submit your application according the following instructions:

External candidates:

- Candidates who do NOT have access to the system MSRP must submit their application through UNHCR's official site for applications:
www.unhcr.org - Careers – Vacancies – Ecuador – **Programme Senior Assistant**.
- **(In case you face technical problems, please enter with a different browser).**

Candidates with access to the system MSRP (internal candidates):

- Your application can be submitted through:

MSRP – Self-Service – Recruiting – Careers – Ecuador – **Programme Senior Assistant.**

1. For any technical issues encountered during the online application, please contact the Global Service Desk (hqussd@unhcr.org) prior to the deadline to allow enough time to resolve issues.
2. For any questions about the selection process, please contact Human Resources (ecuquhr@unhcr.org).

CVs WILL NOT BE ACCEPTED BY EMAIL. ONLY THOSE APPLICATIONS SENT BY THE SYSTEM WILL BE CONSIDERED

NOTE

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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>