

**United Nations High Commissioner for Refugees (UNHCR)  
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2019/21  
Internal/External Circulation**

<b>Position Title:</b> Assistant Programme Officer	<b>Position Level:</b> NOA	<b>Date Issued:</b> 19/03/2019
<b>Position No.:</b> 10031016	<b>Report To:</b> Head of Field Office	<b>Closing Date:</b> 02/04/2019
<b>Section/ Unit:</b> Field-Office Sweida	<b>Duty Stations:</b> Sweida	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**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.

**Duties and Responsibilities:**

- 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**

- 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.

### **Qualification Required**

#### **Education and Skills:**

- Education: Undergraduate degree (equivalent of a BA/BS) in Business Administration, Law, Economics, Social Science or related field.

#### **Experience:**

- Minimum 1 year of previous job experience in international capacity. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.

#### **Languages:**

- Fluency in English and Arabic.

### **Desirable Qualifications & Competencies:**

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

#### **For Syrian or Syrian Palestinian only**

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2019/21, Assistant Programme Officer, Sweida**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

#### **Distribution:**

All UNHCR staff members in Syria  
UN organizations in Syria  
Specialized Agencies  
Diplomatic Missions  
International NGOs  
Non-government Organizations  
Embassies