

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

**Vacancy Announcement No. UNHCR/VN/2020/11  
Internal/External Circulation**

<b>Position Title:</b> Assistant Programme Officer	<b>Position Level:</b> NOA	<b>Date Issued:</b> 10/02/2020
<b>Position No.:</b> 10031016	<b>Report To:</b> Head of Field Office	<b>Closing Date:</b> 24/02/2020
<b>Section/ Unit:</b> Field Office Sweida	<b>Duty Stations:</b> Sweida	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

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 and Responsibilities:**

- 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 UNHCRs 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.

### **Qualification Required**

#### **Education:**

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

#### **Functional Skills:**

- Programme Management (project formulation, programme cycles and reporting standards)
- Results-Based Management
- UNHCR's Programmes
- Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)

#### **Experience:**

- One year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree.
- 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.

#### **Languages:**

- Fluency in English and Arabic.

### **Desirable Qualifications**

- 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.

### **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

### **Cross-Functional Competencies:**

- Analytical Thinking
- Change Capability and Adaptability
- Negotiation and Conflict Resolution

**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/2020/11, 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:**

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