

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

**Vacancy Announcement No. UNHCR/VN/ 2019/53  
Internal/ External Circulation**

<b>Position Title:</b> Senior Programme Assistant	<b>Position Level:</b> G5	<b>Date Issued:</b> 08/12/2019
<b>Positions No.:</b> N/A	<b>Report To:</b> Programme Officer	<b>Closing Date:</b> 22/12/2019
<b>Section/ Unit:</b> Sub-Office Aleppo	<b>Duty Stations:</b> Aleppo	<b>Contractual Status:</b> Temporary Appointment

**Availability of the Post:** Immediately

**Duties and Responsibilities:**

- 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.

**Required Qualification and Competencies**

**Education and Skills:**

- Education: High school diploma plus Advanced Training/Certificate.
- PG-Programme Management (project formulation, programme cycles and reporting standards)
- PG-Results-Based Management
- DM-Database Management
- PG-Programme Analysis
- IT-Computer Literacy

**Experience:**

- Job experience: 4 years relevant experience.
- 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).

**Languages:**

- Fluency in English and Arabic.

**Competencies:**

- **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

**Desirable Qualification**

- 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.

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/2019/53, Senior Programme Assistant, Aleppo**

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.

**Non-Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

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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