

**Title:** GS5 Snr. Programme Assistant  
**Duration:** 31 December 2016  
**Type of Contract:** Fixed-term  
**Duty Station:** Tenosique, Tabasco

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## **ORGANIZATIONAL CONTEXT.**

The incumbent normally receives guidance from 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, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Programme Assistant.

The incumbent 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.

## **FUNCTIONAL STATEMENT.**

### **Accountability**

- UNHCR country office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

### **Responsibility**

- Collects, registers and maintains information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform 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.
- Access the relevant information and programme records, Focus/MSRP data.
- Represent UNHCR in physical monitoring of projects.

**REQUIRED COMPETENCIES**

- |    | <b><u>Code</u></b>                       | <b><u>Managerial Competencies</u></b> |
|----|--|---------------------------------------|
| 1. | <input 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                    |

- |    | <b><u>Code</u></b>                       | <b><u>Cross-Functional Competencies</u></b> |
|----|--|---|
| 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 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.**

- Completion of Secondary education and post-secondary training/ certificate in Business Administration, Social Science, International Law or related field
- Minimum 6 years of previous job experience relevant to the function
- Computer skills (in MS office)
- Fluency in English and excellent knowledge in Spanish.

**DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Good knowledge of UNHCR financial rules, procedures and processes
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities

**HOW TO APPLY**

Send your application to [mexme@unhcr.org](mailto:mexme@unhcr.org) with the subject: **Int/Ext Vacancy ACNUR/GS5/10025717** together with UN Personal History form, P.11, (available at <http://www.unhcr.org/recruit/p11new.doc>) and CV, with one page letter stating the reasons for applying to this position.

Deadline to receive applications: **August 22, 2016**

The selected candidate will be expected to initiate activities on **SEPTEMBER 2016**

**Note:** A test will be applied to all short-listed candidates. Only candidates that have been considered as relevant for the selection process will be contacted.