



EXTERNAL VACANCY ANNOUNCEMENT

Position: SENIOR PROGRAMME ASSISTANT
Category: General Services / Level 5
Duty Station: Brasília, BRAZIL
Start Date: 01 November 2016
Est. Monthly Base Salary: BRL 7,000.00 per month

1. 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.

2. 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.

3. REQUIRED COMPETENCIES

a) Managerial:

- Managing resources

b) Cross-functional:

- Analytical thinking
- Planning and organizing

4. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field
- Minimum 4 years of previous job experience relevant to the function
- Computer skills (in MS office)
- Fluency in English and working knowledge of another relevant UN language or local language

5. 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.

All applications must be submitted in English and include signed P.11 entry form and motivation letter.

Complete application package must be sent to brabrhr@unhcr.org by 11th September 2016, with the subject line “Senior Programme Assistant”. Both P11 and motivation letter files must be named with your name, i.e., “Your Name – Motivational Letter”.

Applications that do not meet the above specifications will be automatically disqualified.

Kindly note that UNHCR-Brazil does not issue receipt of applications, only shortlisted candidates will be contacted for the next phases of the selection process.