Title:	**Cash-Based Interventions Associate**
Duration:	March – December 2018
Type of Contract:	Temporary Appointment
Duty Station:	Mexico City

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OPERATION CONTEXT

Violence and persecution inflicted mostly by organized criminal actors such as gangs or maras of Northern Central America (NCA) continue to cause the forceful displacement of thousands towards Mexico. Nationals from Honduras, El Salvador and, to a lesser extent, Guatemala, represent 91.6% of all asylum claims registered by the Mexican Refugee Commission (COMAR) in 2016 (8,781).

In order to guarantee a harmonized and coordinated implementation of activities in the field, in particular those related to reception conditions, cash assistance, registration and protection monitoring, there is a need to continue strengthening field coordination among UNHCR partners, NGOs, local authorities and other stakeholders.

UNHCR Mexico five offices located in Tapachula, Chiapas and Tenosique, Tabasco, Acayucan, Veracruz and Saltillo, Coahuila; the country office is Mexico City and it is composed by the Representation and seven functional units (Protection, Solutions, Field Coordination, Programme, Administration, PI/Communications, Security and Private Sector Partnership).

Since 2015, Mexico has been distributing assistance to person of Concern (PoCs) through direct cash distribution. In 2017, the operation has engaged in a revision of its CBI manual and processes, including a new disbursement mechanism through plastic cards and improvements in targeting and monitoring. These changes induce a strict management of beneficiary lists, the implementation of a new socio-economic evaluation for beneficiaries of cash assistance, post-distribution monitoring as well as close interaction with the Financial Service Provider (FSP) responsible for the upload of plastic cards. The operation is increasingly engaging in durable solutions activities (in particular, integration including livelihoods), which also requires improved data collection, management and reporting.

HOW TO APPLY

Send your application to mexmevac@unhcr.org with the subject: YOUR LAST NAME/Vac **Cash-Based Interventions Associate** together with Personal History form, P.11, (available at http://www.acnur.org/fileadmin/Documentos/Vacantes/2017/P11-English.docm) and CV, with one page letter stating the reasons for applying to this position.

**Deadline to receive applications**: February 28th, 2018
The selected candidate will be expected to initiate activities in March 2018

UNHCR is not in a position to provide any support related to work permits in Mexico. Applications from expatriate candidates are welcome, but the applicant must be in possession of a permanent residence card or a valid permit to work in Mexico.

NOTE: Only candidates that have been considered as relevant for the selection process will be contacted. A test will be applied.

UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification[(1)]: October 2017 **(STANDARD)**

Position No: *Temporal*

Position Title: **Cash-Based Interventions Associate**   Position Grade: **G6**

Position Location: Mexico City   Functional Group[(1)]: 3.1.b

Supervisor Position No: Title & Grade: 10025132 Snr Programme Officer   CCOG Code[(1)]: 2.2.01.a

Job Code[(1)]: 002996

   (1) To be completed by PCU

| PART 2B – POSITION REQUIREMENTS |

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The position is supervised by a professional staff member who provides the incumbent with general guidance and workplans. The incumbent works quite independently with an oversight from the supervisor. The position may directly supervise some support staff

Contacts are mainly with the colleagues in the same duty station to exchange information and to discuss the work plans. External contacts are with the national and local authorities for gathering and exchange of data.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- The Office has reliable and up-to-date data on persons of concern.
- Standard and ad-hoc reports are produced. Trends and patterns of data are analysed and interpreted.

Responsibility *(process and functions undertaken to achieve results)*

- Manage the use, maintenance and technical support of databases used in the cash based interventions.
- Generate statistical reports based on the standard reporting formats and ad-hoc reports, charts and tables as required by the management.
- Prepare and administer accurate lists of beneficiaries for the regular assistance through bank ATM/IRIS system in line with the procedures established by the office.
- Assist in developing and administering UNHCR Regular Cash based Intervention database.
- Assist in the monthly reconciliation and refund process for the cash assistance project.
- Assist in preparing detailed reports and breakdown of the cash assistance provided to the refugees.
- Cross-check databases to ensure that all beneficiaries are active cases.
- Keep cash lists updated and free of duplications and ensure delivery of cash assistance to beneficiaries in a timely manner.
- Maintain relationships with partners to facilitate the flow of information between databases,
- Assist with the training of internal staff and partners on how to use the database,
- Execute best practice in data protection standards and help to positively influence others,
- Troubleshoot issues with the database and work with internal teams to provide technical fixes,
- Inform and act on the reports and messages that are received from various units on different vulnerable cases in respect to financial assistance.
- Support in the co-ordination with different IPs, Ops and focal points on lists of beneficiaries reflecting situation of cash assistance.
- Undertake missions and field visits to bank service provider to monitor the cash project.
- Undertake other relevant duties as required.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Represent UNHCR at the cash-assistance related meetings.
- Liaise with internal stakeholders and partners.
- Develop improvements to the database and related workflows.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.

2.3 REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*

	Code	**Managerial Competencies**
1. ☐	M001	Empowering and Building Trust
2. ☐	M002	Managing Performance
3. ☐	M003	Judgement and Decision Making
4. ☐	M004	Strategic Planning and Vision
5. ☐	M005	Leadership
6. ☐	M006	Managing Resources

	Code	**Cross-Functional Competencies**
1. ☒	X001	Analytical Thinking
2. ☐	X002	Innovation and Creativity
3. ☒	X003	Technological Awareness
4. ☐	X004	Negotiation and Conflict Resolution
5. ☒	X005	Planning and Organizing
6. ☐	X006	Policy Development and Research
7. ☐	X007	Political Awareness
8. ☐	X008	Stakeholder Management
9. ☐	X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Completion of secondary education with certificate/training in Information Technology & Database Management.
- Minimum 6 years of previous data management experience, preferable in CBI context.
- Excellent knowledge of computer software and database applications.
- Experience in Microsoft SQL Server (2005 or later).
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Knowledge of UNHCR programmes and activities.
- Experience in cash-based interventions, particularly in a refugee response context.
- Working experience in C# and ASP.net.
- University level course in Computer Science or related fields with components related directly to data management.
- Working experience with statistical software such as R, Python, Stata etc.