



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina Regional para el Sur de América Latina

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Santiago, 3rd August 2018

Ref: 18/AF/223 - Vacancy announcement for UNHCR National Office in Chile

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| Post Title | Snr. Programme Assistant |
| Post Level | Individual Contractor UNOPS (LICA 5) |
| Duty Station | Santiago, Chile |
| Closing Date | 13rd August 2018 (inclusive) |
| Type of contract | From 1st September 2018 to 31 st December 2018 |

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

The UNHCR National Office in Chile is located in Santiago and it is covered by the UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 6 countries: Argentina, Bolivia, Chile, Paraguay, Peru and Uruguay.

The Snr. Programme Assistant provides administrative assistance and support in routine services and activities within the National Office, and the Programme Section thus better able to meet the needs of persons of concern. Ensures that agreements with implementing partners (IPs) are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

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.

Overall purpose and Scope of Assignment:

- Collects, registers and maintains information on project activities.
- Prepares status and progress reports, prepares tables and drafts routine correspondence.
- Prepares background material for use in discussions and briefing sessions.
- Undertakes proper collection, monitoring and use of baselines, end lines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Reviews the implementation and performance of IP 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.

- Applies UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generates data for evidence-based decisions at the country-level.
- Assists in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Builds a strong relationship with relevant stakeholders to enhance socio-economic inclusion of UNHCR's persons of concern. This includes working with line ministries, municipalities and development actors to adapt their programmes to become inclusive of UNHCR persons of concern, working with the private sector to enhance inclusion of UNHCR person of concern in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector services providers to include UNHCR persons of concerns in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- May participate in planning, partners' selection and monitoring of UNHCR livelihoods interventions ensuring compliance with UNHCR Minimum Criteria for Livelihoods programming.
- Liaise with partners and authorities on livelihoods related issues under the technical guidance of the regional livelihoods officer.
- Provides inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepares inputs for funding submissions, appeals and reports.
- Accesses the relevant information and programme records, Focus/ MSRP data.
- Represents UNHCR in physical monitoring of projects.
- Performs other duties as required.

Monitoring and Progress Controls

The incumbent will work under the direct supervision of the Head of the National Office, and report on a regular basis to her, based on a weekly task schedule which will contain objectives, tasks and responsibilities. In addition, an annual performance evaluation report is also mandatory.

Essential minimum qualifications and professional experience required:

- University degree in Business Administration, Social Science, Development Studies, International Law or related field.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Minimum 4 years of job experience relevant to the function.
- Desirable prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.
- Experience working with private sector, NGOs, UN organisations or government authorities in sub-sectors relevant to livelihood engagement e.g. microfinance, employment, entrepreneurship, local economic development, poverty reduction, vocational and technical education and training, would be an asset.

Key Competencies:

- Desirable knowledge of UNHCR specific programmes (MSRP, Focus, etc.);
- Desirable knowledge of UNHCR financial rules, procedures and processes and completion of the UNHCR Learning programmes or specific training relevant to functions of the position;
- Good interpersonal skills;
- Good computer skills.

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: “**Snr. Programme Assistant**” in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.