

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso para el puesto de “Asociado CRRF”**

Los detalles generales de la vacante se describen a continuación:

Nombre del puesto	<b>Asociado CRRF</b>
Referencia del puesto	<b>10000042- Asistencia de duración limitada.</b>
Nivel del puesto	G6
Sede de trabajo	San José, Costa Rica
Duración de contrato	Del 15 de Marzo hasta 31 de Diciembre 2019
Fecha límite para aplicar	22 de Febrero del 2019
Hora límite para aplicar	12 md (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> <li>Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral.</li> </ul>
Medio/forma de aplicar	<p>Favor enviar sus aplicaciones a la siguiente dirección:</p> <ul style="list-style-type: none"> <li>correo electrónico: <a href="mailto:cossa@unhcr.org">cossa@unhcr.org</a></li> </ul> <p>Indicar en el asunto: Puesto + apellido + nombre</p>
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> <li>Descripción de funciones</li> <li>Formulario PHF</li> </ul>



# UNHCR JOB DESCRIPTION

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

Date of Classification <sup>(1)</sup>: July 2017

(STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position No: 10000042

Position Title: **CRRF Associate**

Position Grade: G6

Position Location: San Jose, Costa Rica

Functional Group<sup>(1)</sup>: 3.1.b

Supervisor Position No., Title & Grade: NOB External Relations Officer

CCOG Code<sup>(1)</sup>: 1.A.11

Job Code<sup>(1)</sup>: 003219/N03219

*(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, its 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.*

On 19 September 2016, the United Nations General Assembly adopted the New York Declaration on Refugees and Migrants, calling for greater burden sharing by the international community to support the world's largest refugee hosting states. The New York Declaration called on UNHCR to develop and initiate the application of the Comprehensive Refugee Response Framework (CRRF) in close coordination with relevant states and in collaboration with relevant UN agencies, applying a multi-stakeholder approach. The objectives of implementing the CRRF are to: (i) ease pressure on host countries, (ii) enhance refugee self-reliance, (iii) expand access to third-country solutions and (iv) support conditions in countries of origin for return in safety and dignity.

The New York Declaration and the CRRF stress the need to engage development actors in a sustainable response for refugees and host communities. The CRRF promotes inclusion of refugees in the delivery of national services, such as education and health, as well as national development plans and programmes, supporting these priorities where possible. The CRRF aims to bring on board partners into the refugee response, including those who have been less involved in refugee response, by mobilising their respective areas of expertise and interest to contribute to a broad-based response.

Costa Rica's Comprehensive Refugee Response Framework is known as MINARE. As stated in the New York Declaration, Annex I, MINARE was developed through a broad-based consultation process led by Costa Rica's Government. Between June and August 2017, over 100 experts from the public and private sectors, Academia, civil society organizations and faith-based groups concentrated on identifying persistent protection challenges and agreed on practical adjustments to the asylum system to overcome them. This process was led by Costa Rica's former Vice-President, Ana Helena Chacon and other five key ministers (Min. of Labour, Min. of Foreign Affairs, Min. of Interior, Min. of Planning and Min. of Human Development). UNHCR performed as Secretariat of the process.

The CRRF Associate will be critical in supporting the implementation of a comprehensive response at national level. The incumbent will have extensive contacts with both internal and external counterparts and partners. Within UNHCR, the associate will work under the supervision of the External Relations Officer and will establish close working relations with the relevant staff working in the protection, durable solutions and program units. Key external partners will include the CRRF Permanent Technical Team, national/ministerial authorities, UN Agencies and international organizations as well as UNHCR implementing partners.

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

**Accountability** *(key results that will be achieved)*

- Support is provided for the implementation of MINARE in the operation under the External Relations Unit including various stages of planning, implementation and stocktaking
- Active engagement with and provision of guidance to the government and a broad range of other stakeholders is ensured.
- Existing partnerships are strengthened and new partnerships nurtured in support of the CRRF/MINARE implementation at country-level.
- The progress of CRRF/MINARE implementation is reported on, and advice on adapting response, partnership and other strategies provided where necessary.

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

- Help institutionalize CRRF-oriented approaches within UNHCR, with various government offices at national and level, as well as a broad range of development and humanitarian partners through support and participation in all planning processes.
- Identify proactively support needs by government offices and other partners and tailor specific guidance, as needed in the various stages of the CRRF/MINARE implementation.
- Monitor CRRF/MINARE’s implementation at country-level, including implementation of programmes and other forms of novel engagements for the benefit of refugee and host communities.
- Ensure that CRRF coordination at the operational level builds on and reinforces existing multi-partner planning frameworks.
- Develop key partnerships and maintain good working relations with all stakeholders involved in the CRRF/MINARE implementation. Seek and follow-up on collaboration opportunities with private sector, civil society, academia and other interlocutors of the multi-stakeholder approach outlined in the New York Declaration.
- Identify and follow-up on opportunities to broaden existing partnerships, for example by expanding development engagement of actors who have primarily engaged with refugees from a humanitarian angle but otherwise engage in both humanitarian and development work, and seek new partnerships with international and local actors who have previously not been engaged in refugee response.
- Identify advocacy and engagement opportunities for government and other partners.
- Report from CRRF engagement, programming and initiatives at the operational level to CRRF Secretariat and to UNHCR Representation in the country office.
- Support the External Relations Officer and the Representative, to regularly review the strategic direction of the CRRF/MINARE implementation at country-level and review short- and longer-term planning accordingly.
- Support in the different stages of CRRF/MINARE implementation, including identifying and synthesizing lessons learnt and good practices.
- Stay abreast of the CRRF/MINARE implementation at the country level. Inform/update the External Relations Officer and the Representative on CRRF/MINARE news, developments, successes and challenges at the operational level. In collaboration with communications/PI staff, identify opportunities for visibility and media engagement.

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

- Represent UNHCR in meetings and fora related to the functions of the position.
- Coordinate planning, implementation, reporting and stocktaking activities, as agreed with the manager.
- Engage in short- and longer-term partnership development, and nurture engagement of development actors.

**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.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
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 checked="" type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> 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.

- Graduate degree (equivalent of a *Licenciatura*) in Social Sciences, Socio-Economic Development, Development Planning, Rural Development, or other related fields plus minimum of 4 years of previous job experience relevant to the function, both in humanitarian and development contexts. Graduate degree (equivalent of a Master's) plus 3 years of experience may also be accepted.
- Proven ability to develop and maintain partnerships with a variety of actors - including government and private sector.
- Proven experience in planning, implementing, and monitoring programmes and managing multiple projects.
- Excellent drafting, presentation and reporting skills both in English and Spanish.
- Excellent computer skills including excel, word and power point.
- Fluency in English and basic knowledge of other UN official language.

**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.*

- Experience of working with development agencies or private sector.
- Experience of working with national governments on development planning.
- Very good knowledge of Costa Rica's government structure and local institutions is highly desired.
- Experience of working on forced displacement issues, including with host communities in the country.
- Experience of working with synergies between the humanitarian-development nexus.
- Ability to facilitate humanitarian and development actors' interactions.
- Knowledge of additional UN languages.
- Knowledge of protection, refugee matters and UNHCR's mandate.