



UNHCR

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

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. NEP/064/2022

Title of Post	Senior Programme Assistant	Category/grade	General Service/G5
Post Number	10005829	Type of contract	Fixed-term appointment
Location	Kathmandu, NEPAL	Date of Issue	20 April 2022
Effective date of assignment	As soon as possible	Closing Date	03 May 2022

Organizational Setting and Work Relationships:

The Senior Programme Assistant would normally receive guidance from more senior programme staff in the operation/bureau/division. The incumbent may receive indirect guidance from other sections and units relevant to the country/region programme(s). UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Program Assistant. S/he 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. The incumbent is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Manual, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

Operational Context:

To be successful in this job, the candidate shall have relevant professional experience of not less than two years, preferably with the NGO or UN sector and its persons of concern would be a distinct advantage. The country strategic priorities focus on advocacy, economic inclusion and livelihoods; thus the operation is looking for the candidate with good communication skills, familiarity with digital data collection and relevant computer skills.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties:

- Provide administrative assistance and support in routine services and activities within Programme thus better able to meet the needs of persons of concern.
- Assist in organizing and documenting the selection of partners in accordance with the policy on selection and retention of partners, ensuring due diligence to meet the requirements of projects.
- Provide support to ensure partnership agreements are established in a timely manner, regularly monitored and reported on, in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Guided by the MFT approach, support the development and implementation of monitoring plans for activities implemented through partnerships and those under direct implementation in line with Programme Manual and programming instructions.

- Contribute to the review and analysis of operations plans, mid-year and year-end reports, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate and maintain records of implementation rate (performance progress and expenditures) on a regular basis.
- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- Use UNHCR's corporate tools for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.
- Actively contribute to UNHCR's programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Perform other related duties as required.

Minimum Qualifications:

Education & Professional Work Experience

Years of Experience / Degree Level

2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Relevant Job Experience

Essential

Demonstrated experience in Programme Management, Operation Management Cycle and related processes. Knowledge of Results Based-Management. Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc).

Desirable

Completion of UNHCR Learning Programmes or specific training relevant to function of the position including Programme Management – Level 1. E-tutoring of PM1, Framework for Implementing with Partners Learning Programme. Experience in programme management training and capacity building activities.

Functional Skills

PG-Programme Management (project formulation, programme cycles and reporting standards)

PG-Results-Based Management

DM-Database Management

PG-Programme Analysis

IT-Computer Literacy

(Functional Skills marked with an asterisk are essential)*

Language Requirements

Knowledge of English and local language.

Competency Requirements:

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

Stakeholder Management

Eligibility:

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS, UNHCR/AI/2020/1/Rev.2). If you have questions regarding your eligibility, you may also contact the HR Unit.

In line with the RALS, the below categories of candidates are eligible to apply for internally/externally advertised vacancies:

Group 1 candidates: Group 1 comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group 2 candidates: Group 2 comprises candidates from the below categories after completion of one cumulative or continuous year of service in the country of the vacancy. They must also meet the essential minimum requirements of the position.

- I. Currently employed locally recruited UNHCR staff members holding a Temporary Appointment;
- II. Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females);
- III. National United Nations Volunteers currently working for UNHCR;
- IV. National UNOPS and individual contractors currently working for UNHCR;
- V. Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade;
- VI. Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment applying to a GS post;
- VII. Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment applying to a GS post;
- VIII. Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

External candidates: External candidates are candidates who are not in Group 1 or Group 2. They must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

Submission of Applications:

Interested candidates meeting the above requirements are requested to submit their application/motivation letter along with **duly filled** and **signed Personal History Form** by e-mail to NEPKA@UNHCR.ORG clearly stating **the position title, vacancy notice number and your Last Name in the subject line by the closing date.**

The Personal History Form and its supplementary sheet can be downloaded from: https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted for the interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

"Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19."

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.