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Junior Professional Officer		
<i>Associate Programme Officer</i>		
UNHCR	<i>04 October 2015, midnight</i>	

I General information

Title:	Associate Programme Officer
Sector of Assignment:	Programme
Country:	Sudan
Location (City):	Khartoum
Agency:	United Nations High Commissioner for Refugees
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General

The JPO Associate Program Officer Position will join a dynamic team supporting UNHCR's Protection and Assistance Services to persons of concern in Sudan. Being based in Khartoum, the JPO position will help the Programme Section to implement programme activities directly managed by the Representation Office and to provide necessary program support to field offices. The Associate Programme Officer will support the Office's overarching goals of providing protection and assistance to refugees, asylum-seekers, IDPs and persons at risk of stateless in Sudan. This will include urban-based refugees and asylum-seekers in Khartoum, South Sudanese who remained in Sudan following the secession of South Sudan, and South Sudanese who have recently arrived since the outbreak of conflict in December 2013. The Associate Programme Officer is a key position to ensure that the Office's assistance programmes and partnerships are well targeted and coordinated to achieve the highest possible impact for those in need.

1. Assessment and Planning

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters
- Provide inputs for developing the country operations plan in compliance with global

strategic priorities and regional priorities as well as with annual programming/planning instructions.

- Apply UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Ensure the needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

2. Monitoring, coordination and reporting

- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions.
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels.
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Assist in ensuring compliance in issuance of audit certificates for Partners.
- Monitor the implementation of IP Risk Management techniques and tools.
- Ensure project partnership agreements (PPAs) are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.
- Represent UNHCR in UN and other fora on programme and technical issues as delegated by programme senior management.

3. Capacity Building

- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities
- Assist in training UNHCR as well as partners' staff in UNHCR standard procedures related to the Results Based Programme management.
- Perform other duties as required.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- plan projects / assistance for UNHCR persons of concern using AGDM and multi-functional approach
- work with UNHCR partners, including government partners, national and international NGOs in the planning and implementation of UNHCR assistance programmes
- have an appreciation of contingency planning and emergency response
- use UNHCR co-operate planning and management tools in the design and implementation of projects
- understand and be able to apply the UNHCR Results-based Management principles in the planning of projects

The JPO training programme includes the following learning elements:

- Programme Management
- Results Based Management
- Monitoring and reporting

- The JPO position includes a Duty Travel and Training Allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Senior Programme Officer

Content and methodology of supervision

The Senior Programme Officer will provide guidance and day to day supervision of the incumbent. Depending on the level of experience and exposure to field level programme management, the incumbent will go through a two weeks orientation on UNHCR programming, the structure of the programme in Sudan and how she/he fits into the broader picture. Following the orientation, specific functional responsibilities will be assigned to the incumbent. Progress will be monitored and guidance provided through the unit weekly meetings and through bilateral discussions as and when necessary. Performance evaluation of the JPO will be through UNHCR's established Performance Management System (PAMS), including objective setting, mid-term review and final evaluation.

V Required Qualifications and Experience

Education:

Master degree or equivalent (Business Administration, Law, Economics, Social Science or related field.)

Working experience :

Two to maximal 4 years relevant working experience, including internships and voluntary work. (Depending on relevance to the job, internships and voluntary work may be counted in full or as 50%). Familiarity with the UN System or experience in the humanitarian field is considered as an advantage.

Languages :

Essential - English (proficient)

Desirable – Arabic (working knowledge)

Key competencies

- Planning and organizing
- Innovation and creativity
- Managing resources
- Analytical thinking
- Stakeholders management

VI Background information on Agency/Department/Section

UNHCR is the UN Refugee Agency.

Further information can be found on website: <http://www.unhcr.org/pages/49e483b76.html>

VII Information on living conditions at Duty Station

Khartoum is a C duty station (family). All the basic necessities are available in the city. A few international staff are living with their families. However, there are limited social amenities and outdoor activities.

Housing

In general, housing of quality up to "western standards", with security and acceptable levels of furniture (if furnished), is expensive in Khartoum. While rental prices are gradually decreasing, prices are often not commensurate with the standards. Rental subsidy is provided by the office when the rents exceed a certain threshold (based on calculation of family size, personal level, duty station,

etc.).

Khartoum is generally safe. There are very few reports of crime or other security incidents among international staff.

Weather:

In Khartoum, the average annual temperature is about 37.1 °C, this however belies the extreme conditions of the Sudanese summer. The rainy season is between May and September however actual rainfall is usually limited; with short bursts of rain however the dust roads in the city quickly become flooded. Humidity generally ranges from 10% to 50% throughout the year; it is a very dry climate. Dust storms (called “haboub”) are frequent in the summer months (and can disrupt air travel).

Educational facilities

There are three international schools in Khartoum they all have websites and have good reputations. Many colleagues send their children to KAS and KICS.

- Khartoum American School (KAS) in Amarat, www.krtams.org
- Khartoum International Community School (KICS) in Soba, www.kics.sd
- Ecole Francaise de Khartoum in Manshia , www.efk-sd.com

Health care

There are few health facilities available, and it is advised that the UN doctor (at the UNDP Office in Khartoum) be consulted before going to private doctors.

Job opportunities for partners

Generally, job opportunities for foreign nationals in Sudan are very limited. If able to get a job with international NGO’s, UN Agencies or embassies, there is a need to get a work permit from the government through the employing organization as the stay permit issued as a spouse of UN staff member doesn’t allow employment.

VIII How to apply

Applications must be sent through UNHCR’s website, <http://www.unhcr.org/pages/4bc476d36.html> before 04 October 2015, midnight.

The vacancy list can only be accessed if you select “Click here to apply” at the right-hand bottom of the page. Or using the following link (but not sure this will be working without the previous step) https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_CE.GBL
Look for P2 position with closing date 04/10/2015

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.