

# Advertisement

## Junior Professional Programme

### Associate Programme Officer

UNHCR Closing Date: 22 May 2012



#### I General information

<b>Title:</b>	Associate Programme Officer
<b>Sector of Assignment:</b>	Humanitarian – Programme
<b>Country:</b>	Afghanistan
<b>Location (City):</b>	Herat
<b>Agency:</b>	UNHCR
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	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 **candidates from developing countries** – see criteria at the website of the Dutch Ministry of Foreign Affairs:  
<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

#### II Duties, responsibilities and Output Expectations

1. Manages Sub-office Herat Programme allocations, including agreement as to programme priority objectives and activities, manages the selection of implementing partner through a “Request for Proposal” process, negotiates with implementing partners as to objectives, work plan and resource allocation, monitors and guides programme implementation, sufficient team-oriented sub-agreement monitoring and ensures partner fiscal accountability and disbursement in accordance with UNHCR procurement procedures;
2. Assists in coordination of assessments, assistance and on-going monitoring related to returning refugees, refugees and asylum-seekers as well as for conflict-induced IDPs. In this regard, assists in UNHCR’s leadership of sub-regional shelter/NFI cluster for the Eastern region;
3. Implements RA’s protection and programme guidelines related to voluntary repatriation, assistance to the most vulnerable, assistance to refugees and asylum-seekers and monitoring the situation of returning refugees. Ensures that the payment of voluntary repatriation grants is done in accordance with available standard operating procedures, and that payments are documented and closely monitored;
4. Provides programme leadership related to the implementation of UNHCR Afghanistan’s returning refugee reintegration strategy, including assessment, implementation, monitoring and evaluation of UNHCR’s reintegration pilot site methodology. For 2012 and 2013, this entails supporting a “bridging the gap between relief to development”, including through innovative design of, in particular, livelihood strategies for specific high-return areas.
5. Ensure emergency response capacity, coordination and leadership in addressing the needs of

newly-displaced conflict-induced IDPs in the Western Region, supporting protection teams to collect information related to the magnitude of population displacement, root causes for displacement, needs assessment and immediate and medium-term response. Supports efforts to facilitate solutions for IDPs, including local integration as well as return;

6. Support the coordinated IOM-led monitoring and response related to the deportation of undocumented refugees, including serving as a provider of last resort should assistance not be available from other partners.
7. Manage the national programme team, and work closely with other units, in the sub-office and two field units to achieve the above programme objectives;
8. Undertakes visits to various sites in order to assess refugee needs;
9. Monitors project/programme activities by reviewing a variety of records, including control plans, progress reports, project inputs, budget/financial reports and expenditures;
10. Maintains good working relations with implementing partners, local authorities; and UN agencies for implementing joint programmes;
11. Undertakes other duties as required.

#### ACCOUNTABILITY:

Lead the programme team in Sub Office Herat and ensure implementation of UNHCR programming activities in line with the prevailing policies and procedures.

### III Training component: Learning elements and expectations

Training Components.

- On the job training under the guidance of the line supervisor and RA Kabul Programme Unit
- Participation in the workshops and training events relevant to the functions of the post
- The online and distance learning programmes sponsored by UNHCR GLC: Operation Management Learning Programme and Management Learning Programme.

Learning elements.

- Managing complex issues
- Managing UNHCR programme activities
- Linking strategies to the Operations.

### IV Supervision

**Title of supervisor:** Head of Sub Office Herat

#### **Content and methodology of supervision**

This position requires the JPO to be able to work independently, although coaching on the on-going activities and projects is available upon request.

### V Required Qualifications and Experience

#### **Education:**

Master degree or equivalent University degree preferably in Economics, Business Administration, Social Sciences or related fields. Bachelor degree accepted with a minimum of 3 years of work experience.

#### **Working experience :**

Preferably 2 to maximal 4 years relevant working experience, including internships and voluntary work, in humanitarian affairs, preferably with refugees/IDPs in the field.

#### **Languages :**

**Required:** Proficiency in English.

**Desirable:** Any other UN official language (Arabic, French, Spanish, Russian, Chinese)

**Key competencies**

- Personal and Interpersonal Communication Skills
- Project Management
- Resource Management
- Managing Performance
- Judgement and Decision Making
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Political Awareness

**VI Background information on Agency/Department/Section**

The Western Region of Afghanistan (made up of 5 provinces: Herat, Badghis, Ghor, Farah and Nimroz) has great strategic significance for UNHCR's work in the country. It has been two important border crossings with Iran, Islam Qala in Herat Province and Zaranj in Nimroz Province through which return of refugees and deportees is taking place. This means that reintegration projects and creating greater absorption capacity within the region is a must in order to facilitate greater volrep numbers. Secondly, the region also hosts, due to its relative stability, large numbers of conflict induced IDPs. The number of internally displaced Afghans is increasing as a result of intensified military-police operations against the insurgency. These operations are only expected to increase as the transition to 2014 moves forward from International to national forces.

**VII Information on living conditions at Duty Station**

Herat is a **non-family duty station** with the hardship category "E". For security reasons, it is recommended that international Staff of the Common UN System in Afghanistan stay in UN operated Guesthouses. For this reason, UNHCR has established guesthouses in each of the main duty stations i.e. Kabul, Jalalabad, Herat, Kandahar and Mazar. Staff may however make their own accommodation arrangements but with a group of other UN staff, subject to clearance by the Security Unit.

**VIII How to apply**

Please apply on line on UNHCR website at: <http://www.unhcr.org/pages/4bc476d36.html>

Closing date: **22 May 2012**

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.