

Advertisement

Junior Professional Officer Associate Programme Officer (Solutions)

UNHCR

Closing Date:
30 April 2012



I General information

Title:	Associate Programme Officer (Solutions)
Sector of Assignment:	Programme
Country:	Switzerland
Location (City):	Geneva
Agency:	UNHCR – Headquarters
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 the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

II Duties, responsibilities and Output Expectations

General

Global strategic direction and management

- Review and analyse Country Operation Plans, Country Reports and other relevant operations documents.
- Assist the Snr. Operations Officer in drafting Global Report/Appeal and other donor reports/briefing notes.
- Manage information on Solutions, especially intranet, website, and other electronic information management tools.
- Assist in the formulation of, and drafting inputs to, policy documents and consolidated comprehensive strategies that ensures that displacement and return issues are reflected in national development plans and inter-agency development frameworks;
- Review and provide inputs to documents and policy papers when necessary;
- Undertake or commission research, to assist the OSTs in the preparation of technical papers and documents in the areas that the unit covers;
- Get engaged in revising/developing operational handbooks and guidance notes.
- Develop training materials.
- Assist field offices in developing strategies, and designing projects related to reintegration, local integration and peace building (coexistence).
- Manage the deployment of technical experts.
- Focal point for a global DDR working group.
- Prepare communications, arrange meetings with development partners (e.g. UN agencies, World Bank, bilateral development agencies and development NGOs) related to peace building, transitional issues, early recovery and (re)integration;

- Assist field-based colleagues in identifying bilateral, multi-lateral and non-governmental partners that are willing and able to undertake development activities for effective transition from relief to development in early recovery operations and in all other phases of UNHCR operations, including local integration;
- Manage OSTs Solutions Unit internal programming;
- Represent, as appropriate, OSTs, in in-house and external meetings of the organizations;
- Carry out other related tasks as assigned by the Snr. Operations Officer.

III Training component: Learning elements and expectations

Training components: The JPO will receive a training package for newly recruited staff members for rapid induction in the system. Moreover, an initial joint mission will be organized with the Snr. Operations Officer or a senior staff, to introduce the incumbent to field operations and actual implementation.

The learning elements, in line with the responsibilities of the JPO as outlined above are defined in the form of measurable results, such as:

- Undertaking research
- Writing reports and providing various forms of written contributions to policy documents and to regular reporting requirements of the Unit
- Drafting standard TORs for consultancy/deployment
- Conducting assessment and reviews of project proposals
- Management of internal planning and budgeting
- Assist field offices in developing strategies, and designing projects related to reintegration, local integration and peace building
- Management and updating of intranet site
- (Re)Presentation skills

IV Supervision

Title of supervisor: Senior Operations Officer (Solutions)

Content and methodology of supervision

The overall supervisor will guide and support the incumbent to get acquainted with the functioning of UNHCR in general and OSTs in particular. Specific guidance will be provided by the direct supervisor in relation to the tasks/duties as described hereunder. Accordingly, the incumbent will be required to set a number of key objectives in agreement with her/his supervisor. The results and achievements toward the objectives will be recorded during the final appraisal stage (annually), which will be assessed by the supervisor. In addition, the incumbent will be required to demonstrate certain core competencies in addition to specific functional and managerial competencies as the position may require. These too will be developed and assessed during the term of employment.

V Required Qualifications and Experience

Education:

Master degree or equivalent University degree preferably in Economics, Development Studies, Political Sciences, Policy Studies or other Social Sciences. 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, humanitarian and/or development programs/projects, including program/project formulation, implementation, evaluation, monitoring. Previous exposure to

refugee/returnee situations is desirable.

Languages :

Required: Proficiency in English. Excellent drafting skills

Desirable: French or any other official UN language.

Key competencies

- Analytical Thinking
- Policy Development and Research
- Innovation and Creativity
- Planning and Organizing
- Demonstrated ability to draft and present information in an innovative and readable manner.

VI Background information on Agency/Department/Section

The Solutions Unit/OSTS/DPSM deals with issues related to the implementation of solutions to displacement situations and particularly the linkage between relief and development. More specifically the Unit works on:

- 1) Reintegration Situations - Early Recovery/Transition, Peacebuilding;
- 2) Local Integration;
- 3) Protracted Refugee Situations (PRS): Host community support;
- 4) Peace building, Coexistence;
- 5) Partnerships with development organizations, joint planning

The Unit aims to provide programming support for operations which implement the durable solutions of local integration and return/reintegration by working both with the field and by engaging in global level coordination. (Re-)integration operations require multi-sectoral interventions and a broad-based inter-agency collaboration. Equally, the successful reintegration of returnees, and integration of displaced persons, in local communities also involves providing development support to host communities. Based on these principles, the Unit works towards the following four objectives:

- 1) Field support: provides support to UNHCR operations on reintegration and local integration in order to facilitate the effective implementation of projects in accordance with global-level policies;
- 2) Policy development: contributes to policy-making processes and ensures that the realities of field-level work are reflected in the global-level policy;
- 3) Global-level coordination: advocates for the needs of persons of concern to UNHCR at the global level;
- 4) Partnership/Joint planning: promotes partnerships with development organizations including Japan International Cooperation Agency (JICA) and UN agencies, and UNCT joint planning.

VII Information on living conditions at Duty Station

Geneva is a category H Duty Station. Living conditions are good though the cost of living is relatively high.

VIII How to apply

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

Closing date: 30th April 2012

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.