



UNHCR JOB DESCRIPTION

Post grade: GS4

Job Title: Programme Assistant

Position n°: 10024419

Duty Station: Rabat, Morocco

Contract Type/Period: FTA / one year renewable

Expected starting date: 01/01/2016

POSITION REQUIREMENTS

ORGANIZATIONAL CONTEXT.

The incumbent receives guidance from more senior programme staff. S/he may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Assistant.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information and implement administrative requirements.

FUNCTIONAL STATEMENT.

Accountability (*key results that will be achieved*)

- UNHCR Country Office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.

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

- Collect and maintain data on project activities.
- Prepare background materials, working papers and tables for briefing and review sessions.
- Draft routine correspondence.
- Collect data on the implementation and performance of IPs agreements.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Undertake field visits and accompany programme monitoring missions.
- Perform other duties as required.

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

- Access the relevant information and programme records, FOCUS, MSRP data.
- Decide on information contained in the reports submitted to supervisor.

REQUIRED COMPETENCIES:

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input 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 type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Secondary education with training/ certificate in Business Administration, Social Science, International Law or related field.
- Minimum 2 years of previous job experience relevant to the function.
- Computer skills (in MS office).
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.