



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

FAST TRACK

Position: PROGRAMME ASSISTANT
Category: General Services / GS4
Duty Station: Boa Vista, BRAZIL
Start Date: Mid of April 2018
Est. Monthly Gross Salary: BRL 8,600.00 per month

1. OPERATIONAL CONTEXT

To step up a response to the ongoing arrival of Venezuelans, UNHCR in Brazil has strengthened its presence in border areas of neighbouring countries to better provide basic humanitarian assistance including through multi-purpose cash grants, and to support government registration, documentation and RSD processed as advocating for alternative legal pathways with protection safeguards.

2. ORGANIZATIONAL CONTEXT

UNHCR has established presence in the states of Roraima (Boa Vista) and Amazonas (Manaus) on 12 June 2017 through the creation of Field Units.

The Programme Assistant will work under the direct supervision of the Head of Field Unit and will receive functional direction from the Associate Programme Officer in Branch Office Brasilia. 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 programme administrative requirements.

3. FUNCTIONAL STATEMENT

Accountability

- 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

- 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

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

4. REQUIRED COMPETENCIES**a) Cross-functional:**

- Analytical thinking
- Planning and Organizing

5. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of Secondary education with training/certificate in Accounting, 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 Portuguese and English.

6. 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.
- Working knowledge of another relevant UN language or local language.

All applications must be submitted in English and include signed Personal History Form (PHP) and motivation letter.

Complete application package must be sent to brabrhr@unhcr.org by 13 March 2018, with the subject line "PROGRAMME ASSISTANT". Both PHP and motivation letter files must be named with the candidate's full name, e.g. "NAME LAST NAME – PHP".

Applications that do not meet the above specifications will be automatically disqualified.

Kindly note that UNHCR-Brazil does not issue receipt of applications. Only shortlisted candidates will be contacted for the next phases of the selection process.