



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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## **Vacancy Notice (Internal/External)**

**Position title:** Programme Assistant

**Position Grade:** Level 4

**Vacancy Number:** SC-19-03

**Duty Station:** Mashhad

**Type of Contract:** Service Contract under United Nations Office for Project Services (UNOPS)

Valid contract end date in respect of this vacancy is 31/12/2019 and does not carry any expectancy of renewal.

Interested applicants should directly send their Personal History Forms to email address: [irnrevac@unhcr.org](mailto:irnrevac@unhcr.org) or refer to below websites:

UN website: [www.un.org.ir](http://www.un.org.ir)

UNHCR website: <http://unhcr.org.ir/fa/job>

**Closing date:** 17/03/2019

**Please make sure you will mention the Vacancy Number (SC-19-03) in the subject line of your email.**

Short-listed candidates may be invited for Functional Assessment and/or Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

## **Position Requirements:**

### **1- 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.

### **2- 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.

### **3- REQUIRED COMPETENCIES**

- **Analytical thinking**  
Displays analytical thinking by identifying, defining and analyzing information, situations and problems. Arrives at viable solutions through a variety of approaches: critical thought, methodical review of implications, intuition and rational conclusions.
- **Planning and organizing**  
Able to organize self and others to take efficient and effective action over the short, medium and long term.
- **Innovation and creativity**  
Challenging established methods and generating/enabling new, innovative solutions, promoting brainstorming, and fostering creativity and reasonable risk-taking. Creating an environment where leaders can emerge.
- **Political Awareness**  
Identifies and understands relationships, constraints and pressures affecting others as well as their motivations and objectives; in light of UNHCR's mandate to serve refugees and other persons of concern.
- **Stakeholder management**  
The ability to see the fulfillment of UNHCR's mission as part of a United Nations system by building networks of mutual trust with stakeholders in order to maximize results for people of concern.

### **4- 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.

### **5- 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.