

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**UNHCR REPRESENTATION IN INDONESIA
INTERNAL/EXTERNAL VACANCY NOTICE****No. 22/INSJA/002- UNOPS**

Functional Title	: Programme Assistant
Category & Level	: UNOPS, Individual Contract Agreement, LICA-4 Level
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 16 May 2022
Duration	: 12 months (Possibility of extension subject to availability of fund)
Annual Salary	: Starting from IDR 151.888.000
Closing Date	: 22 March 2022

Duties and Responsibilities

Under the direct supervision of Associate Programme Officer and reviewed by the Representative, the Programme Assistant will perform the following duties in his/her area of responsibility:

- Provide administrative assistance and support in routine services and activities within Programme.
- Assist in organizing and documenting the selection of partners in accordance with the policy on selection and retention of partners, ensuring due diligence to meet the requirements of projects.
- Provide support to ensure partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Guided by the MFT approach, contribute to monitoring activities implemented through partnerships and those under direct implementation in line with Programme Manual and programming instructions.
- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits
- Use UNHCR's corporate tools (e.g. COMPASS, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.
- Actively contribute to UNHCR's programming of community of practice and to the improvement of programming tools and processes.
- Perform other relevant duties as required.

Qualifications/Requirements

Education: Completion of the Secondary education (High school diploma); or Bachelor or equivalent or higher.

Experiences: Minimum of 1 (one) year previous relevant job experience; demonstrated experience in programme management, Operation Management Cycle and related process; computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc.)

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Indonesian language (written and spoken) is essential; knowledge of other UN Language is an asset.

Core Competencies: Accountability; Communication; Organization Awareness; Teamwork & Collaboration; Commitment to Continuous Learning; and Client & Result Orientation.

Cross-Functional Competencies: Analytical Thinking; Planning and Organizing; and Stakeholder Management.

Functional Skills: Computer Literacy; Programme Management (project formulation, programme cycles and reporting standards); Results-Based Management; Data Management; and Programme Analysis.

Desirable Skills in: Training relevant to function of the position including Programme Management – Level 1. E-tutoring of PM1, Framework for Implementing with Partners Learning Programme; Experience in programme management training and capacity building activities.

Essential: Demonstrated experience in programme management, Operation Management Cycle and related processes. Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc)

Working Relationships

- (i) **With UNHCR Staff**
- (ii) **With External Parties:** UNHCR's implementing partners, NGOs, vendors, relevant government officials, etc.

Supervision exercised and guidance given

Guidance will be provided to the successful candidate.

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Candidates who wish to be considered for this vacancy should send their CV, motivation letter and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>) to **UNHCR Indonesia via e-mail to INSJAHR@unhcr.org**

DEADLINE FOR APPLICATIONS: 22 March 2022

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for the tests (Written & Interview) will be notified.

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Jakarta, 08 March 2022