

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Project Control Officer is part of the multi-functional team. In coordination with DFAM's Implementing Partnership Management Service, s/he is responsible and accountable for providing substantive support, guidance, and oversight on the effective management of the Enhanced Framework for Implementing with Partners (the Framework) as well as oversight on the effective management of Direct Implementation.

Complementary to programme management, s/he will support and conduct analysis and assessment of risks associated with partnerships and direct implementation, policy compliance, operational practices, mitigation measures, and gaps and make technical recommendations or decisions in line with the principles of the Framework, of UN/UNHCR's financial rules, policies and regulations and operational context.

The incumbent prompts partnership integrity and other safeguarding mechanisms for ensuring sound stewardship and accountability of funds entrusted to partners or through direct implementation arrangements (e.g. contracts for the procurement of goods and/or services) to ensure resources are used in the most efficient and effective manner to attain the best results for persons of concern.

The Project Control Officer will promote dialogue and consultations for strengthening partnerships and have frequent contacts with UNHCR colleagues, particularly project control and programme staff. S/he may have contact with external stakeholders, such as UNHCR-funded partners, auditors, oversight bodies, and host governments on matters related to partnerships. The incumbent will be mindful of all dimensions of partnerships in accordance with the Principles of Partnership, the Code of Conduct, UN/UNHCR's financial rules, policies and regulations, and other relevant documents.

In the Regional Bureaux, the incumbent works under the supervision of the Regional Controller. In the Country and Multi-Country Offices, the incumbent normally works under the direct supervision of the Representative or Deputy Representative, Head of Office or Senior Project Control Officer, as applicable.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Participate in the annual assessment and planning cycle.
- Participate in the development and implementation of partnership management objectives aligned with UNHCR's strategy and priorities.
- Participate in the development of the direct implementation monitoring plan in collaboration with the Programme Unit and other relevant functions.
- Support Programme and other relevant functions in the selection of implementation modalities.
- Support a coherent approach in the application of the Enhanced Framework for Implementing with Partners and compliance with its policies, principles, and procedures to ensure effective partnerships, as well as sound stewardship and accountability for the funds entrusted to partners.
- Pursue high-quality partnerships and integrity culture in UNHCR, among partners and UNHCR's contractors to mitigate misuse and wastage of resources, fraud and corruption, sexual abuse and exploitation, and other forms of misconduct; including recommendations to put in place safeguarding mechanisms and measures for detection, prevention, reporting, and addressing fraud, and other forms of partnership/ contractors misconduct.
- Ensure UNHCR management (country/bureau/global) and offices have access to high-quality and timely analytical insights and advice for enabling evidence-based operational decisions and accountability on project control, partnership and direct implementation management.
- Provide first-line support for project control, external and internal audit, evaluation, and other reviews pertaining to partnership and direct implementation management, and assist in gap analysis, establishing, measuring, and taking appropriate actions for addressing queries, recurrent weaknesses, and other findings.
- Ensure coherent practices of analysis and critical reviews of risk exposure and establishment of linkages of risk management with monitoring, financial management, project control, audit, and other processes related to partnership management and direct implementation to enhance effective delivery and optimum use of funds through partnerships or through direct implementation.
- Foster constructive dialogue and consultations with partners, UNHCR's contractors and other stakeholders to strengthen partnerships, interagency collaborations, and harmonisations.
- Contribute to strengthening the capacity of UNHCR and partners on partnership and direct implementation management.
- Seek innovative approaches in enhancing partnership and direct implementation management, gathering experiences, and sharing best practices and lessons learned among operations and partners.
- Contribute with inputs on reviews and enhancements of policies, procedures, and practices governing the framework for Implementing with Partners and the management of direct implementation.
- Perform other duties related to financial management as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

*Accounting Business Administration Economics Finance
Public Administration Management or other relevant field.*

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

Not specified.

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Experience in financial management, accounting, project management, internal control assessment, internal audit and/or external audit, risk management and demonstrated experience in field operations. Demonstrated experience in effective partnership management and multi-stakeholder coordination in humanitarian, emergency or development contexts. Good knowledge and understanding of UNHCR/UN rules, policies, and regulations regarding partnership and financial management, oversight and compliance. Proven analytical skills, and abilities for identification of gaps and finding solutions. Good level of computer literacy in particular, experience in computerized systems and software. Experience in communicating, building capacities, coordinating consultative processes and building consensus. Ability to contribute in policy and process reviews.

Desirable

Innovation and technology skills in financial, risks and fraud management. Professional qualification in accounting (CPA, CMA or CA, CFE, ERM, or equivalent). Training in UNHCR's protection and management learning programmes. Capacity building skills.

Functional Skills

Budgeting

UNHCR budgetary cycle and procedures

Resource Management

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust

Judgement and Decision Making

Managing Performance

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Technological Awareness

Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.