

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 Senior Livelihood and Economic Inclusion Officer is expected to oversee and align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR), which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen refugee self-reliance and help ease pressure on host countries. Promoting economic inclusion of refugees is a key development area that will enable the achievement of these objectives and contribute to the 2030 Agenda's Sustainable Development Goals.

Leveraging the growing global momentum, UNHCR is working to translate the objectives of the GCR into impactful results for persons of concern (POC), including through follow-up on pledges made through the 2019 Global Refugee Forum. Contributing to this global roll-out of the GCR, the Senior Livelihood and Economic Inclusion Officer, with support from the Regional Bureaux and the Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS), aims to achieve the following objectives:

- 1) improve the enabling environment for refugees to work through advocacy on the right to/at work, access to economic opportunities and service;
- 2) seek new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance economic inclusion of refugees; and
- 3) enhance ongoing livelihoods and economic inclusion programming through evidence-based and market-driven approaches to improve economic inclusion outcomes.

The incumbent provides advice and guidance to program/project design and management of livelihoods and economic inclusion interventions in the Area of Responsibility (AoR), analyses the progress in this domain and enhancement of teamwork and capacity building. S/he will be responsible for ensuring full coordination and economic inclusion of refugees in livelihoods programs, including through exploring new livelihoods opportunities and partnerships

The Senior Livelihood and Economic Inclusion Officer should be proactive, always looking for new opportunities and persuasive in mobilizing donors and new partners around new models of economic and social integration. The incumbent will play a lead role in formulating interventions that position UNHCR a key catalyst for livelihoods and the economic inclusion of refugees.

The Senior Livelihood and Economic Inclusion Officer will have extensive contacts with both internal and external counterparts. The incumbent will work closely with and supervise technical consultants in the field and will work closely with multi-functional teams on matters including but not limited to protection, education, cash, partnerships, research and analytics, solutions, GBV, complementary pathways, private sector, development and more. Externally, the Senior Livelihood and Economic Inclusion Officer will help promote refugees' economic inclusion through effective partnerships with relevant government line ministries, intergovernmental authorities, development actors, the private sector, UN agencies, international organisations and NGOs, and research institutions and universities, at global, regional and country levels.

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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

- Facilitate the economic inclusion of refugees in coordination with relevant external partners such as line ministries in Country Operations, regional/intergovernmental authorities at regional level, private sector and development actors in accordance with UNHCR Global and Country level policies, priorities, and strategies, in particular the Global Compact on Refugees.
- Manage workflows with the multi-functional team, more specifically with the Protection Unit, to assess the legal framework for the right to work and rights at work and recommend/implement advocacy initiatives and policy reforms to improve UNHCR POC's economic inclusion, rights and access to work.
- Strengthen relationships with relevant stakeholders to enhance economic inclusion of UNHCR POC in the AoR. This includes advocating with public and private sector services providers to include UNHCR POC in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.), and building the capacity of stakeholders.
- Build on UNHCR databases to support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. This includes supporting the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation of development programmes.
- Work with economic development agencies to adapt their programmes to become inclusive of UNHCR POC and work with the private sector to enhance inclusion of UNHCR POC in their labour force and supply chains.
- In case UNHCR is implementing specific livelihoods activities, strengthen, guide and monitor the livelihoods interventions to ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- Perform other related duties as required.

##### **In the Regional Bureaux**

- Provide technical leadership for livelihoods and economic inclusion in the countries of AoR.
- Maintain regular communication with livelihoods and economic inclusion focal points in Country Operations overseen by the Regional Bureau, identify gaps, opportunities, and provide technical assistance, guidance and capacity building for strategic, innovative and impactful programming, partnerships and advocacy.
- Monitor regional level advancements and advocate towards the economic inclusion and livelihoods of PoC.
- Strengthen evidence base through promoting, facilitating and coordinating relevant technical assessments and research conducted in the region and support the identification of investment and funding opportunities that enhance the economic inclusion of UNHCR PoC.
- In collaboration with the Senior Development Officer, explore new livelihoods opportunities in countries overseen by the Regional Bureau, mobilize resources and partnerships, engage relevant regional stakeholders, and contribute to the development of regional concept notes and proposals on livelihoods and economic inclusion.
- Facilitate coordination of livelihood and economic inclusion interventions at regional level.

##### **In the Country Operations**

- Conduct necessary assessments and research in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to identify investment and funding opportunities that enhance the economic inclusion of UNHCR POC.
- With support and guidance from the Regional Bureaux and the Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS), provide technical leadership for livelihoods and economic inclusion at country-level, manage the livelihoods and economic inclusion programme in the Operation, develop/update strategy, plan, monitor, report on and evaluate results.
- Facilitate coordination and mobilize resources and partnerships for the economic inclusion of PoC and their livelihoods, at the Country Operation level.

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#### 5. Minimum Qualifications

##### Education & Professional Work Experience

##### Years of Experience / Degree Level

*For P4/NOD - 9 years relevant experience with Undergraduate degree; or 8 years relevant experience with Graduate degree; or 7 years relevant experience with Doctorate degree*

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### **Field(s) of Education**

*Business Management;  
Rural Development;*

*Socio-Economics Development;  
Financial Management;*

*Economics/International Economics;  
or other relevant field.*

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

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### **Certificates and/or Licenses**

*UNHCR Protection Learning Programme (PLP)*

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

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### **Relevant Job Experience**

#### ***Essential***

Experience in facilitating the economic inclusion of vulnerable and marginalized groups and managing and advising on development processes in collaboration with internal and external stakeholders, ideally in varied rural and urban contexts. Demonstrated experience in working with and developing partnerships with private sector, NGOs, UN organisations, development actors, and government authorities in sub-sectors relevant to livelihood programming e.g. financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc. Proven experience in developing and influencing organizational policy development on areas related to livelihoods programming. Proven experience in conducting sector assessments using quality social-science methods and tools, and in developing at least one comprehensive multi-year strategic plan for livelihoods support.

#### ***Desirable***

Experience in drafting technical guidance, research/review reports.

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### **Functional Skills**

*LV-Microfinance and Banking sector analysis  
LV-Livelihood Project Development and Implementation  
MG-Project Management  
MG-Management Planning  
SO-Networking  
CO-Drafting, Documentation*

(Functional Skills marked with an asterisk\* are essential)

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### **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.***

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## **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*  
*Leadership*  
*Managing Performance*  
*Managing Resources*  
*Strategic Planning and Vision*

**Cross-Functional Competencies**

*Analytical Thinking*  
*Planning and Organizing*  
*Stakeholder Management*

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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.

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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.