



Post Title: Programme Assistant
Duty Station: San Pedro Sula, HONDURAS
Duration of Assignment: 3 April 2017 to 31 December 2017
Type of Contract: Local Individual Contract Agreement - UNOPS
Employment Conditions: 24,693 Lempiras per month and medical insurance

Important Notice: Persons interested in applying for this position must be Honduran Nationals or must hold a valid work permit in Honduras

Qualified candidates who are interested in the below position are invited to submit their written application, attaching a UN Personal History Form (P.11) and motivation letter (1 page maximum), **not later than March 8, 2017**. Application documents should be sent by email to UNHCR (honduras@unhcr.org , panpa@unhcr.org), including the reference of FO SPS “**Programme Assistant (UNHCR) Application**” in the subject field.

Due to the foreseen number of applications, only persons shortlisted will be contacted.

General Background of Project or Assignment:

The United Nations Office of the High Commissioner for Refugees – UNHCR was established December 14, 1950 by the General Assembly of the United Nations. The agency’s mandate is to provide protection (including assistance) and look for durable solutions for refugees. At the request of the state party or the General Assembly of the United Nations, the UNHCR has also participated in a number of operations relating to internally displaced persons.

The National Office of the UNHCR in Honduras is located in Tegucigalpa. In November 2016, a satellite office in San Pedro Sula was opened and currently requires program support.

The Program Assistant will provide analytical support with respect to the needs of the displaced population, leading and supporting the design of projects and interventions within the framework of the strategies of prevention, protection, and durable solutions.

The Program Assistant will work in San Pedro Sula under the direct supervision of the Head of Field Office in San Pedro Sula. She/he will work very closely with communities and persons of concern to UNHCR, Implementing Partners (IPs), authorities and regional and local government, local and international NGOs and other UN agencies on the ground, in order to better coordinate the tasks assigned by UNHCR.

Purpose and Scope of Assignment:

The Programme Assistant is expected to coordinate quality, timely and effective programmatic responses to the needs of populations of concern, ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards.

Under the direct supervision of the Head of Office in San Pedro and considering the liaison role of the National Programme Officer in Honduras and the Regional Programme Officer in Panama (ROPAN), the Program Assistant will undertake the following tasks:

- Actively participate in all aspects of programme, planning, monitoring and evaluation of UNHCR's programme in San Pedro Sula.
- Assist in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of Implementing Partners (IPs).
- Provide technical support and assist in the development of partner capacities in UNHCR's standard procedures, related to programme cycle and the results-based management.
- Monitoring the implementation of PPA established within the UNHCR Protection Strategy and promote sufficient and adequate internal controls for the management of projects and activities.
- Ensure that resources transferred to IPs in San Pedro Sula are utilized for the intended purposes and in accordance with UNHCR rules and regulations.
- Ensure that IPs in San Pedro Sula know and apply the UNHCR's administrative, financial and procurement requirements.
- Identify and propose mitigating actions upon potential risks of IPs in relation to the projects implementation.
- Verify submitted IP financial and operational reports.
- Recommend the endorsement of IP instalment payments.
- Preparation of periodic reports, such as weekly reports, mid-year reports, annual reports, and performance and impact indicators, as well as support the elaboration of reports for donors and other internal reporting requirements.
- Manage and keep up-to-date all the registries and files related to the office's work.
- Perform any other duty, as requested.

Travel plan:

- Should be available for missions within Honduras in order to monitor project activities, facilitate technical trainings on Results Based Management and support the coordination of events/meetings.
- Should be available for occasional missions to other countries in the region, including Panama.

Monitoring and Progress Control:

- The needs of persons of concern in San Pedro Sula are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for programme planning.
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all project activities throughout the assignment.
- Inputs provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and progress reports.
- Timely reports on the implementation of UNHCR strategies/activities in FO San Pedro Sula are prepared.
- Compliance with UNHCR's global strategies, protocols and guidelines is enforced.

Competencies of the Programme Assistant:

Professionalism

- Good knowledge of institutional mandates and policies related to international protection, human rights and migration.
- Good knowledge and/or experience of the United Nations system and its mechanisms.
- Good analytical and research skills, ability to evaluate and integrate information from a variety of sources.
- Takes responsibility for incorporating a gender perspective and ensuring the equal participation of women and men in all areas of work.

Cross-Functional Competencies

- Analytical Thinking
- Change Capacity and Adaptability

Communication

- Strong communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, to deliver training presentations to external audiences as well as to build and maintain effective partnerships.

Planning & organizing

- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.
- Ability to work independently, with little supervision and keep to task.

Teamwork

- Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Willingness to learn from others;
- Places team agenda before personal agenda, sharing credit for team accomplishments and accepting joint responsibility for team shortcomings.
- Decide on appropriate resolution to incidents / problems.

Client Orientation

- Ability to establish and maintain productive partnerships with persons of concern (PoCs) to UNHCR by gaining their trust and respect;
- Identifies PoCs' needs and matches them to appropriate solutions;
- Monitors ongoing developments inside and outside the PoCs' environment to keep informed and anticipate problems.
- Familiarity with and/ or interest in Refugee Law, Human Rights Law and International Law or related areas. Preference will be given to those familiar with refugee protection and mixed migration flows and/or internal displacement.
- Demonstrated writing, reporting and presentation skills in English and Spanish. Knowledge of a third language is an asset.
- Ability to conduct functions on computer programs such as Microsoft Office (including Excel y Power Point, Access).
- Good understanding of the current political, human rights, migration context in Latin America, particularly in the Central American region. Experience from the region will be regarded as an asset.

Qualification and Experience:

- Completion of Secondary education with training/certificate in Business Administration, Social Science, Management or Evaluation of Projects, Logical Framework or related fields.
- Minimum 2 years of previous job experience relevant to the function.
- Experience working with human rights organizations, civil society, communities, international organizations and Honduran public entities.
- Familiarity with Refugee Law, Human Rights Law and International Law or related areas; refugee protection and mixed migration flows and internal displacement.
- Good understanding of the current political, human rights, migration context in the Central American region, and internal displacement in Honduras.
- Experience using Word, Excel and PowerPoint.
- Fluency in English and working knowledge of another relevant UN language or local language.

Desirable Qualifications and Competencies:

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Good knowledge of UNHCR financial rules, procedures and processes
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.