

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 015/2020**

Title of Post	Senior Programme Monitoring Associate	Category/grade	General Service, G7
Post Number	10027121	Type of contract	Fixed-term appointment
Location	Kampala, Uganda	Date of Issue	15 September 2020
Effective date of assignment	1 December 2020	Closing Date	21 September 2020

Operational Context:

The Senior Programme Monitoring Associate may be based in HQ, field/regional bureau, reporting to and be guided by the Program Monitoring or Program Officer and may supervise some support staff. S/he may receive indirect guidance from other sections and units relevant to the country programme(s) or to global quality assurance standards. UNHCR's Manual, UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations will guide the work of the incumbent.

The Senior Programme Monitoring Associate will assist in providing support and guidance on monitoring protection and solutions strategies and in the coordination with other sections/units to ensure harmonized monitoring approaches. The incumbent will work in line with the overall UNHCR directions which crucially require working with partners, including with persons of concern, governmental institutions and the private sector, ensuring that programme monitoring is approached as per UNHCR's Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), and corporate positions on SDGs.

The incumbent is expected to have contacts within the Organization and outside the duty station, as well as with partners and other stakeholders related to programme monitoring. The incumbent is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Chapter, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

Duties:

- Assist the supervisor in the development and implementation of UNHCR's system for monitoring protection and solutions strategies and results (impact, outcomes, outputs) in cooperation with relevant teams.
- Contribute to the development and implementation of monitoring plans across all implementation modalities, (partnerships, direct implementation, operational partners) ensuring consistency and coherence of UNHCR's monitoring activities and an age, gender and diversity perspective in monitoring.
- Support the collection of monitoring data, including data from partners, primary, secondary, qualitative, quantitative and disaggregated in close collaboration with evaluation, data and IM staff.
- Support the management of monitoring systems, including entry, aggregation, reporting and sharing of data based on agreed protocols and standards.

- Support the MFT in planning and conducting monitoring activities and support the planning of monitoring visits, the documentation of findings and the follow up to monitoring recommendations.
- Compile, review and analyze monitoring reports and data of partners and teams, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate monitoring and progress reports on a regular basis.
- Assist teams and partners in selecting and designing indicators for multi-partner initiatives (including UNSDCF, HRP, RRP etc.) ensuring coherence and avoiding gaps and overlaps.
- Follow up on any changes in the operations and monitoring plan, verify baselines, targets and actuals contributing to the soundness of Operations Plan and enhancement of data quality.
- Support UNHCR and partner staff in applying UNHCR's results-based management monitoring standards and procedures.
- Support processes to link monitoring to the operation's evaluation and risk management plan.
- Use UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight and FOCUS Reader) and existing guidance for core activities related to monitoring.
- Contribute actively to innovative solutions for monitoring and to UNHCR's global community of practice on monitoring.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of High school diploma is required.
- Minimum 3 years of previous job experience in programme monitoring and related processes is required.
- Knowledge and practical experience of Results Based-Management and experience in programme management training and capacity building activities is required.
- Advanced Excel skills (pivot tables, data management, etc.) is required.
- Knowledge of English is required.

Desirable Qualifications & Competencies:

- Completion of UNHCR Learning Programmes or specific 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 is desirable.

Required Competencies:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Stakeholder Management
- Planning and Organizing

Eligibility:

Group I candidates: Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group II candidates: comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

External candidates: are candidates who are not in Group 1 or Group 2.¹

If you have questions regarding your eligibility, you may also contact the HR Unit.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.