



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

**UNITED NATIONS
HIGH COMMISSIONER FOR REFUGEES**

Yaoundé / Cameroon

INTERNAL / EXTERNAL VACANCY NOTICE

N°030/2018

Position Title : Snr Programme Assistant
Position No : Temporary Appointment (TA)
Position Location : Buea
Duration : Until 31st December 2018
Position Grade : GL5
Deadline for submission of applications: 19th October 2018 at 5pm.

RESPONSABILITIES

Under the direct supervision of the Head of Field Office in UNHCR Buea, the incumbent will have the following main tasks:

- Collects, registers and maintains information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse programme performance, trends and target interventions.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Perform other duties as required.



REQUIRED COMPETENCIES

- Completion of Secondary education courses/ training/ certificate in Business Administration, Social Science, International Law or related field.
- Minimum 4 years of previous job experience relevant to the function.
- Computer skills (in MS office).
- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

DESIRABLE QUALIFICATIONS & 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.

ELIGIBILITY

Cameroonians with the relevant education background and experience.

Candidates who wish to be considered for this position should send:

- A motivation letter
- A well filled P11
- A CV
- A copy of the most relevant certificate

To:

- 1- Office of the Coordinator of Humanitarian Affairs (OCHA) Office in Buea, Lower Farms Layout, Buea, Cameroon
- 2- UNHCR Representation Office in Cameroon, P.O.Box 7077, Yaoundé, behind the Nigerian Ambassador's residence, street 1.778.
- 3- UNHCR Offices in the field
Douala, Maroua, Bertoua, Meiganga, Batouri, Djohung.

APPLICANTS SHOULD CLEARLY PUT THEIR NAMES AND SIGNATURE ON THE APPLICATIONS REGISTER FORM WHEN DROPPING THEIR APPLICATION.

Shortlisted candidates will be convened for an interview.



Applicants should clearly indicate on the envelope, the **Title of the Position and Vacancy notice number.**

The deadline for submission of applications is: **19th October 2018 at 5pm.**

Late applications will not be considered.

