

**Job Description Form**

Classification Date: November 2019

1. **Job Type**  Standard
2. **Job Information**

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| **Title Associate Inter-Agency Coordination Officer** | | |
| **Functional Group - Level 1**  4 | **Grade** P2/NOB | |
| **Functional Group - Level 2**  4.4 | **Job Code**  003888/N03888 | |
| **Functional Group - Level 3** 4.4.a | **CCOG Code** 1.A.10 | |
| **Functional Clearance Required** No | |  |

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| **FOR EXPERT POSITIONS ONLY** | |
| **Position Number** | **Location** |
| **Supervisor Position Number** |  |
| **Supervisor's Title** | **Supervisor Grade** choose an item |

1. **Organizational Setting and Work Relationships**

The Associate Inter-Agency Coordination Officer is usually located in Country Operations, Multi-Country Offices, Regional Bureaux, and Regional Refugee Coordinator’s Office or in the Partnership and Coordination Service (PCS) in Headquarters. S/he plays a crucial support role in ensuring UNHCR’s approach to partnership and inter-agency processes are coherent. The main aim is to assist senior management, as well as partner agencies, to ensure that UNHCR can fulfil its role to support the Government to lead the refugee response, coordinate other actors - including development actors at the early stages of a refugee response - and support the adherence to UNHCR inter agency commitments in IDP situations. This should be done in line with UNHCRs Mandate, the Global Compact for Refugees, the 2019 IDP policy, and agreed inter-agency commitments.

The Associate Inter-Agency Coordination Officer ensures that support is provided for strategic planning, assessment, monitoring and analysis, of any joint assessments or interagency plans at the field level. The incumbent will have direct contact with other staff members in the inter-agency structure from UN agencies, international and non-governmental organizations, and the government. The post requires the ability to prioritize tasks and to organise work independently based on direction from the supervisor. The incumbent will put particular emphasis on multi-sectorial information, coverage of information sources (UN and non-UN) and contributions to programs and projects, and interagency processes and products. The incumbent will be tasked with setting up and supporting different inter agency meetings, ensuring UNHCR’s coordination role where applicable and UNHCR input where necessary. S/he will also be tasked with ensuring note taking and information sharing across a number of actors. The incumbent may also be tasked with the collection, presentation and dissemination of agreed inter agency data and information, including that coming from various stakeholders outside of UNHCR.

S/he will also support the Inter-Agency Coordinator in maintaining a constant dialogue with donors on the overall funding/resource status of the humanitarian programs in close collaboration with all partner agencies (UN and NGOs). A key tool in this regard will be the facilitation and support of periodic Inter-Agency meetings, sector or cluster specific meetings, as well as to support the broadening of relevant inter-agency information through meeting reports, situation updates and newsletters.

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.

1. **Duties**

* Provide support to inter agency processes, including for coordination in refugee settings and cluster coordination in IDP settings
* Include partners in any UNHCR led interagency response, respecting their respective mandates and programme priorities.
* Provide appropriate support for operational planning and forward looking coordination of the inter-agency humanitarian and development response.
* Support the planning of adequate contingency and preparedness for new emergencies / scenarios is in place.
* Close follow up on the strategic, operational, and day to day basic assistance sector/ cluster issues.
* Coordinate the basic assistance Sector by chairing regular working groups meetings, ensuring all agencies in the sector are adequately represented, liaise closely with a wide range of donors and governmental institutions, etc.
* Provide close guidance and support to basic assistance working groups at field level.
* Provide analysis on key humanitarian / development issues and trends in close collaboration with the information management team.
* Conduct regular programmatic and funding gaps analysis.
* Support the development of harmonized assessment, monitoring and evaluation activities in line with the agreed inter agency response
* Draft correspondence, documents and reports, guidance notes, background information for meetings and workshops.
* Conduct regular field visits to support and build the capacity of field working groups as well as ensuring field perspectives underpin the sector strategy.
* Develop a harmonized referral system for the sector in conjunction with the information management team.
* Liaise with external partners and local organizations on behalf of different sectors, the Interagency Coordination Unit, and UNHCR.
* Lead, facilitate, and organize dedicated Sector Working Group meetings and technical task forces.
* Prioritize tasks and organize work independently.
* Engage with all sectors and identify IA Coordination activities.
* Make recommendations on IA Coordination issues.
* Work closely with government counterparts on issues related to the basic assistance.
* Perform other related duties as required.

1. **Minimum Qualifications**

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

**Field(s) of Education**

*Social Sciences;*

*Development Studies;*

*Economics;*

*International Relations;*

*Political Affairs;*

*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***

Minimum 3 years of relevant experience in humanitarian or development programme implementation, including experience in facilitating inter-agency coordination at sector or macro-level. Good knowledge of the UN system, NGOs and related planning and coordination practises. Knowledge of MS Office applications. Knowledge of refugee protection principles and framework. Presentation delivery and/or public speaking experience.

***Desirable***

Demonstrated expertise in emergency response and preparedness planning and monitoring, including a good understanding of related standards and indicators. Demonstrated expertise in either assessments, monitoring and evaluation, research for programmes, and policy / context analysis. Experience in coordinating and implementing cash based interventions, including harmonization of practices and operating procedures. Experience in leading and facilitating meetings, delivering presentations, and conducting trainings for technical and non-technical audience. Work experience in the interagency response.

**Functional Skills**

*IT-Computer Literacy;*

*ER-Inter-Agency Coordination Mechanisms;*

*ER-Inter-Agency External Relations;*

*ER-Inter-Agency Leadership/Coordination;*

*ER-Inter-Agency Resource Mobilisation;*

*MS-Data Collection and Analysis;*

*PG-Cash-based Programming/Managing/Planning;*

*PR-Refugee Protection Principles and Framework;*

*CO-Public Speaking;*

*MS-Drafting, Documentation, Data Presentation;*

(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****.*

1. **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:**

*Judgement and Decision Making*

**Cross-Functional Competencies:**

*Analytical Thinking*

*Planning and Organizing*

*Stakeholder Management*

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.