



DESCRIPTION OF ASSIGNMENT

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General

Assignment title:	Associate Programme Officer
UN Host Entity:	United Nations High Commissioner for Refugees
Country of assignment:	Zambia
Duty station:	Lusaka, Zambia
Volunteer category:	International UN Volunteer
Duration:	24 months
Expected starting date:	1 October 2024
Sustainable Development Goal:	17. Partnerships for the Goals

Details

Organization mission and objectives

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

The Declaration of 2016 and the Global Compact on Refugees of 2018 are the guiding documents for the country's refugee and asylum response. The framework envisages an all-of-society approach with solid investment and support from the international community to meet both immediate life-saving humanitarian needs and long-term solutions through development action.

As of end of December 2023, Zambia hosts some 95,518 Forcibly displaced persons (72,414 Refugees; 5,554 Asylum seekers and 17,550 Former refugees - Others of Concerns) in three refugee settlements (Mayukwayukwa, Meheba and Mantapala) and other urban areas including Lusaka. Most of them live in the three refugee settlements, namely Mayukwayukwa (25,264), Meheba (40,510), the newly established settlement in Mantapala (8,171), and in urban locations (21,573).

The Government of Zambia (GRZ) coordinates the asylum and refugee management through the Office of the Commissioner for Refugees (COR) in close collaboration with other government departments and the inter-governmental steering committee established for this purpose, with the direct support of UNHCR.

UNHCR in Zambia has two field offices (one in Solwezi and one in Kawambwa) and one Representational Office in Lusaka.

Assignment context

The Associate Programme Officer will be supervised and guided by the Programme Officer, and will receive support from other sections and units relevant to programme management. UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Associate Programme Officer.

The incumbent will provide programmatic guidance and support regarding the implementation of protection and solutions strategies within available resources. S/he will coordinate with the other sections/units to ensure harmonized programmatic approaches at all levels and throughout the UNHCR Operations Management Cycle.

The incumbent will work in line with the overall UNHCR directions which crucially requires working with partners, including with persons of concern, Government institutions and the private sector, through harnessing collaborative networks between JICA and other UN agencies, and the private sector through ensuring that programme management is

approached as per UNHCR's Strategic Directions, Global Compact for Refugees and corporate positions on SDGs.

The incumbent will be expected to work in line with the multi-functional team (MFT) approach as defined within the Program Manual, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

Task description

Under the direct supervision of the Programme Officer, the IUN Volunteer will undertake the following tasks:

- Assist in ensuring that UNHCR's Global Strategic Directions and regional directions as well as information on projected resource availability guide the planning process;
- Provide inputs for developing the country multiyear strategy (2025 to 2028) compliance with global and regional strategic directions as well as with annual programming/planning instructions;
- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country;
- Assist in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners;
- Assist in managing the development of a broad network of partners including JICA, good coordination practices and the development of partner capacities.
- Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the new Results Framework.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse UNHCR's performance, trends and target interventions;
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress to advise on any corrective actions required or the need for additional resources to reach planned target levels.
- Apply UNHCR's corporate tools for planning, COMPASS and donor reporting, to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in the development of funding submissions, appeals and reports;
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and assisting in corrective action where required;
- Assist in establishing and handling Implementing Partners Reports

Requirements

Education: University degree or equivalent in Business Administration, Law, Economics, Development, Social Science or related field.

Minimum experience: Minimum 3 years of work experience relevant to the function, in programme management, monitoring and evaluation.

Skills and experience description

- Previous job experience in the field of programme planning / management, project management and monitoring and reporting.
- Previous experience in working with Development and Private Sector Partnerships will be an advantage.
- Ability to work and adapt professionally and effectively in a multicultural team of international and national personnel, Solid overall computer literacy, including proficiency in various Microsoft Office Applications (excel, word etc) and familiarity with database management.
- Excellent understanding of UNHCR, its mandate, priorities, and field operations is an advantage.
- Excellent communication skills with strong interpersonal and negotiate skills to deal with the donor and staff members of different cultural and educational backgrounds are essential.
- Excellent computer skills (Ms Word Excel, and PowerPoint essential) is essential.
- A good understanding of development issues and working culture is required.
- Management of multifunctional teams, ensuring timely implementation of complex projects, monitoring and reporting.

Language skills

English mandatory ☒ optional ☐
 basic ☐ fair ☐ working knowledge ☒ fluent ☐ mother tongue ☐

Competencies and Values

- ☒ Accountability
- ☐ Adaptability and Flexibility
- ☐ Building Trust
- ☐ Client Orientation
- ☒ Commitment and Motivation
- ☒ Commitment to Continuous Learning
- ☒ Communication
- ☐ Creativity
- ☐ Empowering Others
- ☐ Ethics and Values

- ☒ Integrity
- ☒ Judgement and Decision-making
- ☐ Knowledge Sharing
- ☐ Leadership
- ☐ Managing Performance
- ☒ Planning and Organizing
- ☒ Professionalism
- ☐ Respect for Diversity
- ☐ Self-Management
- ☐ Technological Awareness
- ☐ Vision
- ☒ Working in Teams

Driving license needed:

Yes

Living conditions

Lusaka is the capital city of Zambia, a country heading towards middle-income country status. Zambia is an English-speaking country. Shops are well stocked, and all basic commodities can be found, Lusaka has various supermarkets and malls around town. Imported goods tend to be available but more expensive. Health facilities, international schools, banking services are available in Lusaka.

Finding accommodation meeting MORRS standard is possible, either in stand-alone house or in apartment or town house in housing complexes. Domestic flights are costly but available. The local airline, Proflight and Zambia Airways operates flights to larger towns in the country. Zambia is a vast country and road travel can take days, given the distances and at times the road conditions. Zambia is peaceful with minimal security threats. There have been no restrictions on travel within Zambia.

There have been no curfews or restricted movements within Lusaka or elsewhere. There have been no reported cases of serious incidents involving UNHCR staff members in the past. No incidents affecting UN staff members have been reported so far. Like in other duty stations, staff members are advised not to be complacent and be vigilant. International staff members are expected to have security guards from a recognized / recommended security company at their residences.