



Associate Human Resources Officer

Locations: Dar Es Salaam, Tanzania

Time type: Full time

Job requisition id: JR2330105

Only candidates who are not nationals of the country of assignment are eligible to apply to this position

Hardship Level:	B
Family Type:	Family
Residential location (if applicable):	Grade
PR2:	Staff Member / Affiliate Type
Target Start Date:	2024-01-01
Job Posting End Date:	November 28, 2023
Standard Job Description:	Associate Human Resources Officer

Organizational Setting and Work Relationships

The Associate Human Resources Officer supports the UNHCR's People Strategy and contributes to the implementation of the 2018 independent Human Resources review, which resulted in the establishment of HR strategic priorities and the reconfiguration and transformation of the Division of Human Resources (DHR) from a largely transactional model into a strategic business partner for field operations and senior management. Having the right people in the right place at the right time is at the core of enabling UNHCR to protect and respond to persons of concern. By attracting, retaining and developing a talented, diverse and agile workforce while nurturing a culture of excellence, respect and wellbeing for all, UNHCR's Human Resources acts as a strategic partner to the organization, enabling a people-centric culture.

The Associate Human Resources Officer provides support and assistance in the areas of operational support, workforce planning, assignments and talent acquisition, organizational

cultural changes, HR policy implementation and duty of care. The incumbent maintains employee confidence and protects the organization and its workforce by keeping human resources information confidential.

Duties

Workforce Operational Support:

- Assist in implementation of HR initiatives that support organizational culture change such as good people management practices, and promoting gender, inclusion and diversity.
- Implement HR operational activities to ensure timely provision of HR solutions, prioritizing according to the needs and risks.
- Contribute to the development of a HR customer service-oriented culture that values proactivity, continuous improvement, innovation and high performance.
- Provide support, guidance and trainings to HR staff.
- Analyse, track and report on recruitment and assignments trends for management, including efforts to reach gender parity.
- Be proactive in identifying issues, themes and patterns affecting the workforce's health and welfare, including sexual harassment and abuse of authority.
- Ensure that on-boarding, induction, re-integration into the workplace and off-boarding support, is provided to colleagues. Induction programmes should include information on Protection from Sexual Exploitation and Abuse (PSEA) and Sexual Harassment, Code of Conduct as well as workforce's rights and obligations.

HR policies and inter-agency:

- Enforce compliance with UNHCR's Human Resources policies and procedures and the UN staff rules, regulations and UNHCR administrative instructions.
- Participate in the ICSC survey on living conditions and classification of duty stations as well as in the UN Country Team local staff salary survey and other local inter-agency HR-related fora and initiatives.

Duty of Care:

- Contribute to establishing and maintaining a medical evacuation plan with senior management, Field safety and the Senior Medical Officer.
- Assist in the security and medical evacuations of UNHCR personnel.
- Perform other related duties as required.

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

Human Resources Management; Human Resources Development; Personnel Administration; Business Administration; or other relevant field.

Certificates and/or Licenses

Not specified.

Relevant Job Experience

Essential

Experience working in Human Resources. Knowledge of general HR policies, processes and systems.

Desirable

Experience in one or more of the following areas: HR Administration, workforce planning, recruitment, HR policy or talent development. Experience in HR information technology systems and tools. Experience in field humanitarian operations and/or emergency settings. Experience working with the United Nations. Experience working in a multi-cultural setting.

Functional Skills

HR-Local mass recruitment

HR-Talent Development and Nurturing

HR-HR data and people analytics

HR-Employee Relationship Management

SO-Learning Agility

HR-HR Business Partnering

MG-Client Relationship Management

HR-Inclusion, Diversity and Gender strategy design and implementation

(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.

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.

To Apply, [**CLICK HERE**](#)

Associate IT Systems Service Delivery Management Officer

Locations: Dar Es Salaam, Tanzania

Time type: Full time

Job requisition id: JR2330104

Only candidates who are not nationals of the country of assignment are eligible to apply to this position

Hardship Level: B

* Staff members will not normally serve in International Professional positions in the country of their nationality. In addition, in case of a first appointment upon recruitment, the assignment must be outside the staff member's country of nationality.

Target Start Date: **2024-01-01**

Job Posting End Date: **November 28, 2023**

Standard Job Description: **Associate IT Systems Service Delivery Management Officer**

Organizational Setting and Work Relationships

The Associate IT Systems Service Delivery Management Officer supports the IT applications and solutions are available and delivered consistently, reliably, and effectively. The incumbent supports day-to-day operations and may coordinate the work of multiple support groups, both internal to UNHCR, as well as, Managed Service Providers (MSPs). The incumbent monitors various MSPs deliver efficient and effective applications and solutions in accordance to contractual obligations and best practices. Understanding the current and future needs, the incumbent will work with a Business Analyst and/or Solution Engineer to ensure that the IT requirements are understood and have adequate IT applications and solutions to meet business needs the organization and have the IT tools necessary to support their work.

The incumbent has regular contact with MSPs, with other Service Delivery Managers (SDMs), with Solution Engineers, with vendors, and all Services of DIST. S/he understands and communicates the UNHCR IT strategy and vision, policies, and decisions in a positive manner and leads by example in the adherence and adoption. S/he establishes and sustains relationships with respective business leaders & management in order to achieve technical and business strategic alignment. S/he is not expected to have supervisory responsibility for other IT staff. The specific reporting relationships may vary based on the size and structure of the team, solution offerings, products and responsibilities and will be specified in the Operational Context.

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.

Duties

Within the Area of Responsibility:

- Support daily Business-As-Usual operational decisions, including; incident, problem, change, service request, and asset management.
- Ensure compliance with Service Management and IT security policies and standards, technical architecture, and service level agreements - reporting non-compliance as appropriate.
- Review Service Level performance targets (internal and external) and escalate discrepancies to manager.
- Serve as an escalation point for end-user and operational issues (Incidents, Service and Change Requests) not resolved within established SLA's; coordinate with MSPs to expedite resolution including prioritization and escalation of SLA performance breaches to supervisor or responsible service tower owner.
- Work closely with UNHCR SDMs and MSPs to carry out problem management and root cause analysis and prevent recurrence of critical problems by executing approved changes.
- Review and validate that Change Management processes are adhered to by both staff and MSPs. Ensure that change, test, and release processes are properly planned and executed. Approve installation of new or upgraded systems and services. Support deployments and transition into production from projects as well as ensuring testing of new ICT solution components.
- Implement approved service delivery process improvements and support processes in accordance with ITIL best-practices.
- Maintain accurate inventory of all IT applications for corporate solutions and ensure that Configuration Management policies and guidelines are followed and the ITSM databases are up to date.
- Maintain accurate inventory of all locally developed applications and systems and report in the central registry.
- Leverage the broader IT community (UNHCR, UN agencies, partners and external providers) to deliver the most efficient and cost-effective solutions to the business. Represent UNHCR IT in inter-agency and other external meetings.
- Contribute to solutions are of high-quality from a technical perspective and that end-user support is responsive and effective.

- Monitor, analyse, and report on system and infrastructure performance and capacity in a timely manner and ensure that service owner take appropriate action.
- Track expenditures against budgets, prepare forecasts, and verify invoices from service providers and suppliers against SLA performance targets before payment is approved. Conduct/participate in periodic performance review meetings with partners.
- Provide accurate and timely information on operational status and reports to management.
- Ensure Audit recommendations and actions are completed in a timely manner.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

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

Information & Communications Technologies; Computer Science; Information Systems; Information Technologies; Project Management; or other relevant field.

Certificates and/or Licenses

*ITIL Certification

Project Management

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Minimum 3 years' experience in ICT of which 1 spent managing IT system service delivery with SLA based delivery of both centralized and decentralized applications and solutions. Good understanding and practical experience of ITIL Service Operations processes driven by continuous improvement. Experience working with business partners to understand how IT affects an organization and link it to business processes, requirements and operational tasks. Ability to participate in discussions with stakeholders. Good interpersonal skills that include effective communications (both verbally and written) at all levels; to technical and non-technical audiences. Experience working in a matrixed team to ensure collaborations and effective operations across multiple organisations. Experience in project monitoring and control, data analysis, and presentation for executive review and decision making. Experience of coordinating

activities across different partner organizations developing effective services. Experience in Service Delivery Management of Application Services to support centralised IT Solutions. Application skills and experience required for a specific position will be included in the Operational Context of the Job Opening.

Desirable

Formal certification in ITIL Service Operations. Experience providing IT services, including deep field locations. Good understanding of application and infrastructure technologies used in IT applications and solutions supported by IT staff. Experience of operating in humanitarian or United Nations organizations, with field experience. A good understanding of UN/UNHCR reforms and the priority agenda of the organization.

Functional Skills

*IT-Service Delivery Management

IT-IT Systems and Standards

IT-Service delivery through outsourced providers

IT-IT Applications Development Lifecycle Methodology

(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.

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.

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.

To Apply, [**CLICK HERE**](#)

Associate Protection Officer

Locations: Kasulu, Tanzania

Time type: Full time

Job requisition id: JR2330103

Only candidates who are not nationals of the country of assignment are eligible to apply to this position

Professional

* Staff members will not normally serve in International Professional positions in the country of their nationality. In addition, in case of a first appointment upon recruitment, the assignment must be outside the staff member's country of nationality.

Target Start Date: **2024-01-01**

Job Posting End Date: **November 28, 2023**

Standard Job Description: **Associate Protection Officer**

Organizational Setting and Work Relationships

The Associate Protection Officer reports to the Protection Officer or the Senior Protection Officer. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community-based protection registration, resettlement and education. S/he provides functional protection guidance to information management and programme staff on all protection/legal matters and accountabilities. These include: statelessness (in line with the campaign to End Statelessness by 2024), Global Compact on Refugees (GCR) commitments, age, gender, diversity (AGD) and accountability to affected populations (AAP) through community-based protection, Child protection, Gender-Based Violence (GBV) prevention and response, gender equality, disability inclusion, youth empowerment, psycho-social support and PSEA, registration, asylum/refugee status determination, resettlement, local integration, voluntary repatriation, human rights standards integration, national legislation, judicial engagement, predictable and decisive engagement in situations of internal displacement and engagement in wider mixed movement and climate change/disaster-related displacement responses. S/he supervises protection standards, operational procedures and practices in protection delivery in line with international standards.

The Associate Protection Officer is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern, ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards. The incumbent contributes to the design of a comprehensive protection strategy and represents the organization externally on protection doctrine and policy as guided by the supervisor. S/he also

ensures that persons of concern are meaningfully engaged in the decisions that affect them and support programme design and adaptations that are influenced by the concerns, priorities and capacities of persons of concern. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

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.

Duties

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in clusters in applicable operations.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy to ensure programmes use a child protection systems approach.
- Contribute to a country-level education plan.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities which integrate AGD sensitive procedures.
- Oversee and manage individual protection cases, including those on GBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Recommend durable solutions for the largest possible number of persons of concern through

voluntary repatriation, local integration and where appropriate, resettlement.

- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- Participate in the organisation and implementation of participatory assessments and methodologies throughout the operations management cycle and promote AGD sensitive programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy through a consultative process with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Promote and integrate community-based approaches to protection and contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Support activities in the area of risk management related to Sexual Exploitation and Abuse, fraud, case-processing, data protection, and human rights due diligence at country level.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Intervene with authorities on protection issues.
- Negotiate locally on behalf of UNHCR.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

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

Law, International Law, Political Sciences or other relevant field

Certificates and/or Licenses

Protection Learning Programme

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Professional experience in the area of refugee protection, internal displacement, human rights or international humanitarian law. Good knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles.

Desirable

Field experience, including in working directly with communities. Good IT skills including database management skills.

Functional Skills

*PR-Protection-related guidelines, standards and indicators

*PR-Age, Gender and Diversity (AGD)

PR-Gender Based Violence (GBV) Coordination

MG-Project Management

PR-Human Rights Doctrine/Standards

PR-International Humanitarian Law

PR-Assessment of IDPs Status, Rights, Obligation

PR-Climate change and disaster related displacement

CO-Drafting and Documentation

(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.

To Apply, [**CLICK HERE**](#)

Deputy Representative - Programme

Locations: Dar Es Salaam, Tanzania

Time type: Full time

Job requisition id: JR2329976

Only candidates who are not nationals of the country of assignment are eligible to apply to this position

Professional

* Staff members will not normally serve in International Professional positions in the country of their nationality. In addition, in case of a first appointment upon recruitment, the assignment must be outside the staff member's country of nationality.

Target Start Date: **2024-01-01**

Job Posting End Date: **November 28, 2023**

Standard Job Description: **Deputy Representative - Programme**

Organizational Setting and Work Relationships

The Deputy Representative - Programme will function under direct supervision of the UNHCR Representative. Advice and operational support may also be provided by the Director/Deputy Director of the Bureau or the Regional Representative and by other senior staff in the Bureau and in the support Divisions at Headquarters. The incumbent will advise and assist the Representative in the overall management of UNHCR's programme activities and issues of concern within the country operation in an effective and efficient manner which supports the Organization's mandate. The incumbent will also have direct working relationship/arrangement with the Head of UNHCR offices in the country operation. He/she will also have a responsibility to monitor, coach, and guide and intervene with the staff within the country. UNHCR is well integrated into the UN Resident Coordinator System.

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.

Duties

- Assist the Representative in the overall management of UNHCR's programme activities within

the country of assignment in an effective and efficient manner which supports the Organization's mandate.

- Verify the standards of assistance for project activities at country level, ensuring consistency with UNHCR's country strategy and policies, and their integration with protection functions.
- Assist the Representative in developing contacts and networks with other government agencies, UN agencies, and NGOs to foster mutual cooperation and ensure that activities are coordinated and integrated to best effect
- Develop country-specific management tools for project monitoring and control; ensure the effective and efficient use of financial and material resources within the rules and procedures of UNHCR
- Play an active role in the Security Management Team (SMT) in the relevant country and the inter-agency security and contingency planning process; ensure that appropriate security measures and evacuation plans are in place to protect UNHCR staff; and that security guidelines and procedures as outlined by the Designated Official and UNDSS are complied with.
- Report and provide recommendations/solutions to the Representative on political, socio-economic, and cultural developments that may effect the situation of refugees in the country.
- Act as Officer-in-Charge in the absence of the Representative as required.
- Set and enforce parameters, criteria and deadlines for the design, review and report of operations.
- Negotiate implementing partner agreements.
- Represent UNHCR in UN and other operations management and programmatic fora.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.
- Approve recommendations and advice on the technical capacity required of UNHCR and its partners.
- Lead risk assessments and discussions with team(s) to proactively manage risks and seize opportunities impacting objectives. Ensure that risk management principles are integrated in decision-making both at strategic and operational levels. Allocate resources for planned treatments with resource requirements in Strategic Plans. Ensure that risks are managed to acceptable levels and escalate, as needed. If a Risk Owner, designate the Risk Focal Point and certify that the annual risk review is completed and ensure that the risk register is updated during the year, as needed.
- Perform other related duties as required.

Minimum Qualifications

Years of Experience / Degree Level

For P5 - 12 years relevant experience with Undergraduate degree; or 11 years relevant experience with Graduate degree; or 10 years relevant experience with Doctorate degree

Field(s) of Education

Business Administration; Economics; International Relations;
Political Science; International Law or other relevant field.

Certificates and/or Licenses

HCR Management Lrng Prg

HCR Protection Learning Prg

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Minimum 10 years of previous work experience in progressively responsible functions; preferably within the UN.

Desirable

Solid UNHCR experience from both the Field and Headquarters. UNHCR specific learning/training activities (i.e Management Learning Programme, Protection Learning Programme).

Functional Skills

*EX-Experience in international organization (United Nations or similar)

EX-Field experience with UNHCR and/or with other humanitarian organizations

EX-HQs experience with UNHCR and/or with other humanitarian organizations

(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.

To Apply, [**CLICK HERE**](#)

Human Resources Officer

Locations: Dar Es Salaam, Tanzania

Time type: Full time

Job requisition id: JR2330058

Only candidates who are not nationals of the country of assignment are eligible to apply to this position

Professional

* Staff members will not normally serve in International Professional positions in the country of their nationality. In addition, in case of a first appointment upon recruitment, the assignment must be outside the staff member's country of nationality.

Target Start Date: **2024-01-01**

Job Posting End Date: **November 28, 2023**

Standard Job Description: **Human Resources Officer**

Organizational Setting and Work Relationships

The Human Resources Officer supports the UNHCR's People Strategy and contributes to the implementation of the 2018 independent Human Resources review, which resulted in the establishment of HR strategic priorities and the reconfiguration and transformation of the Division of Human Resources (DHR) from a largely transactional model into a strategic business partner for field operations and senior management. Having the right people in the right place at the right time is at the core of enabling UNHCR to protect and respond to persons of concern. By attracting, retaining and developing a talented, diverse and agile workforce while nurturing a culture of excellence, respect and wellbeing for all, UNHCR's Human Resources acts as a strategic partner to the organization enabling a people-centric culture.

The Human Resources Officer contributes to the development of a HR customer service-oriented culture that values proactivity, continuous improvement, innovation and high performance. By translating operational needs into workforce action and individual development needs, the Human Resources Officer plays a critical role. The main areas of work of the Human Resources Officer include the implementation of HR policies, staff administration, workforce planning, recruitment, and talent development with inclusion, diversity and gender as a cross-cutting issue. S/he will also support the implementation of the staff health and counselling plans and in fostering an inclusive and respectful working environment. The incumbent maintains employee confidence and protects the organization and its workforce by keeping human resource information confidential.

The Human Resources Officer is usually supervised by Head of Office, or Senior HR Officer in a Country Operation, or the most senior HR staff in a Regional Bureau. She/he supervises HR Professional and General Service staff.

The incumbent maintains a direct working relationship with a number of functions across the Division of Human Resources (DHR). For positions in Bureaux or Country Operations, the incumbent also works closely with the Senior HR Partner, the Senior Medical Officer and Senior Staff counsellor for his/her region.

He/she also maintains contact and close cooperation with other UN agencies in the region or country and represent UNHCR in the working groups/task forces within country/regional UN inter-agency mechanisms.

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.

Duties

- Strategic workforce advice and operational support:
- Engage with management to understand priorities, and provide advice and solutions on all aspects of HR in line with delegated HR authorities.
- Support HR initiatives that support organizational culture change such as good people management practices, and promoting gender, inclusion and diversity.
- Plan and implement HR operational activities to ensure timely provision of HR solutions, prioritizing according to the needs and risks.

Assignments and Talent Acquisition:

- Manage the process of recruitment, assignment and reassignment of locally-recruited staff and affiliate workforce, ensuring compliance with UNHCR rules and procedures, and providing advice to managers where required.
- Set up and run (Regional) Assignments Committee.
- Conduct outreach campaigns to attract diverse applicants. Ensure proper consideration is given to all applicants without discrimination.
- Analyse, track and report on recruitment and assignments trends for management, including

efforts to reach gender parity.

- Take a proactive approach to risk management in the areas of recruitment, ensuring the issues are identified, addressed and reported and, where appropriate, escalated.

Advice to managers and staff, and contribution to an inclusive work environment:

- Build dialog and outreach with staff to provide support with their queries; and also promote dialog between staff and management to help find solutions to HR-related issues.

- Be proactive in identifying issues, themes and patterns affecting the workforce's health and welfare, including sexual harassment and abuse of authority.

- Ensure that on-boarding, induction, re-integration into the workplace and off-boarding support, is provided to colleagues; Induction programmes should include information on Protection from Sexual Exploitation and Abuse (PSEA) and Sexual Harassment, Code of Conduct as well as workforce's rights and obligations.

HR policies and inter-agency:

- Enforce compliance with UNHCR's Human Resources policies and procedures and the UN staff rules, regulations and UNHCR administrative instructions.

- Participate in a network among HR staff members in the region in order to harmonize implementation of HR policies and initiatives, collect field insights to inform the development of DHR policies and activities; identify and share HR best practices, also through contacts with other UN agencies.

Duty of Care:

- Contribute to establishing and maintaining a medical evacuation plan with senior management, Field safety and the Senior

- Medical Officer.

- Support the development and implementation of a Duty of Care strategy. Identify and assess issues related to duty of care including physical, mental health and safety of UNHCR's workforce. Promote work/life balance and flexible working arrangements with managers and staff.

For positions in Regional Bureaux only:

- In the absence of a Senior Talent Development Officer in the Bureau:

- Implement a talent development and sourcing strategy for UNHCR workforce in the region, in line with UNHCR's needs and staff members' career planning.

- Equip HR teams and Managers in the region with skills on people management and tools related to talent development, career guidance and performance management.

- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional

colleague(s).

- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Human Resources Management; Human Resource Development; Personnel Administration; Business Administration; or other relevant field.

Certificates and/or Licenses

Not specified

Relevant Job Experience

Essential

Experience working in Human Resources. Sound knowledge of general HR policies, processes and systems.

Desirable

Proven ability to identify and implement successful business related HR interventions.

Experience in some of the following areas: HR administration, workforce planning, recruitment, HR policy or talent development. Experience in HR information technology systems and tools.

Experience in field humanitarian operations and/or emergency settings. Experience working with the United Nations. Experience working in a multi-cultural setting.

Functional Skills

HR-Local mass recruitment

HR-Talent Development and Nurturing

HR-Coordination and Oversight of Workforce Mobility

HR-HR data and people analytics

HR-Employee Relationship Management

SO-Critical Thinking and problem solving

SO-Situational Judgement

SO-Learning Agility

HR-HR Business Partnering

HR-Inclusion, Diversity and Gender strategy design and implementation

RM-Risk Management

(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.

To Apply, [**CLICK HERE**](#)

Programme Officer

Location Kasulu, Tanzania

Time type: Full time

Job requisition id JR2329947

Only candidates who are not nationals of the country of assignment are eligible to apply to this position

Professional

* Staff members will not normally serve in International Professional positions in the country of their nationality. In addition, in case of a first appointment upon recruitment, the assignment must be outside the staff member's country of nationality.

Target Start Date **2024-01-01**

Job Posting End Date: **November 28, 2023**

Standard Job Description: **Programme Officer**

Organizational Setting and Work Relationships

The Programme Officer may be based in HQ, field/regional bureau, typically reporting to and be guided by the Senior Program officer and may supervise a small team of local and international staff. He/she may refer to UNHCR's Programme Manual (Chapter IV), UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations for further guidance.

The Programme Officer will provide programmatic guidance and support with regard to 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. S/he 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 management is approached as per UNHCR's Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), corporate positions on SDGs.

The incumbent is 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.

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.

Duties

- Support in assessing and analysing the needs of persons of concern in a participatory manner, using an Age, Gender and Diversity (AGD) perspective as basis for planning.
- Provide support on programmatic aspects of developing multi-year protection and solutions strategies and annual plans with corresponding priorities taking into account corporate priorities.
- Support Results Based Management and programme capacity in light of evolving requirements, programming approaches and gaps.
- Review and analyse plans, mid-year and year-end reports of UNHCR office(s), ensuring quality assurance and compliance with established policies, guidelines, procedures and standards.
- Support in the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.
- Provide support to ensure a consistent application of the framework for implementing with partners, including the effective implementation of the policy on selection and retention of partners, management of partnership agreements, risk-based project performance monitoring, and risk-based project audits, among others.
- Contribute to ensure consistent and coherent monitoring approaches, tools and systems in line with global standards and policies.
- Actively contribute to UNHCR's programming of community of practice and continuously contributing to improvements of programming tools and processes.
- Identify potential gaps and problems and in cooperation with other relevant sections recommend appropriate solutions to ensure the efficient implementation of programme activities.
- Oversee a timely and effective follow-up of internal and external audits observations and recommendations that relate to programmatic issues.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree.

Field(s) of Education

Economics, Business Administration, Social Sciences
or other relevant field.

Essential

Demonstrated experience in programme management including familiarization with the OMC and sound knowledge Results Based-Management. Demonstrated experience in field operations, sound knowledge on the centrality of protection in programming, Joint Needs Assessments and the principles of targeting.

Desirable

Demonstrated experience in coordination within an inter-agency context and other actors, in a refugee or humanitarian context. Sound experience in program management training and capacity building activities.

Functional Skills

PG-Programme Management (programme cycles and reporting standards)

PG-Results-Based Management

PG-UNHCR's Programmes

(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.

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