

# TERMS OF REFERENCE (JPO)

## 1. GENERAL INFORMATION:

<b>Title</b>	Associate Programme Officer (Cash-Based Interventions)
<b>Level</b>	P-2
<b>Duty Station (City, Country)</b>	Addis Ababa, Ethiopia (Family duty-station)
<b>Duration of the assignment</b>	Two years, subject to satisfactory performance (probation period: one year). Extension for a third year (possibly at headquarters) will depend on availability of financial resources and the candidate's performance.
<b>Contract type</b>	Fixed-term (Junior Professional Officer, JPO)

## 2. SUPERVISION:

- Title of First Level Supervisor:  
Senior Cash-Based Interventions Officer
- Title of Second Level Supervisor:  
Senior Programme Officer
- Content and methodology of the supervision

This JPO position in Ethiopia will substantially strengthen the operation's ability to institutionalize cash-based interventions (CBIs) not only in providing technical guidance and support to field offices through remote support as well as frequent mission travels to the field, but also through the development and dissemination of good practices and lessons learnt within the different sectors CBI can be used for.

The incumbent will be under the overall technical supervision of the Senior Cash-Based Interventions Officer. The incumbent will also work in close coordination with different technical sector heads within the country operation, who will provide sector specific oversight.

The JPO and his/her supervisor will develop an individual work plan and set clear objectives in accordance with UNHCR's Policy on Performance Management. Regular meetings will take place to follow the progress on the work plan and support/guidance to the JPO. Specific areas of responsibility will be allocated to the JPO for his/her follow up. A mid-year review of the objectives will take place to provide feedback on the performance of the JPO.

## 3. DUTIES AND RESPONSIBILITIES:

The incumbent holds a professional technical position responsible for the provision of expert technical support and advice within the areas of cash, voucher or mixed modality transfers as an integral part of UNHCR's programmes in Ethiopia, guided by the framework of safe and conflict-sensitive cash programming.

The JPO will contribute to the institutionalisation of CBIs across UNHCR, in line with the CBI Strategy, and the development of organization-wide capacity for expanded use of CBIs across operations. More specifically, the JPO will support the operation in carrying out the following major duties and responsibilities:

- **Standards and policies:**

Support the country office in preparing their operational plan as required.

Support the implementation of CBI at the country level and promote adherence to UNHCR operational policies, guidelines, tools and Standard Operating Procedures.

- **Assessments:**

Undertake regular CBI feasibility assessments in order to inform CBI design and implementation.

- **Technical Support:**

Provide technical guidance and support to UNHCR's field operations and partners on related technical matters to facilitate efficient delivery of CBI programmes.

Provide field-based support and/or evaluation missions for emergency as well as protracted situations as and when needed.

Review and provide technical inputs on reports and programme proposals from the field with the view to verify technical integrity and compliance with UNHCR policy.

Conduct field missions as required to ensure establishment of sound CBI programmes, and collaborate with UN technical agencies, particularly WFP, UNICEF, OCHA, Implementing and Operational Partners, Clusters, donors and Government officials as needed.

- **Monitoring and Evaluation:**

Support the development and implementation of a monitoring and evaluation system for CBI programmes at country level.

Review and monitor programmes and activities in the field utilizing information gathered through the CBI monitoring system.

Support data analysis of CBI programmes.

- **Capacity Building and learning:**

Identify operational training needs and organize training as required.

Contribute to the capitalization of experiences through development of lessons learned papers, documenting positive and negative field experiences in the implementation of CBI in the region.

- **Operational Research:**

Support and undertake field-based operational research with relevant organizations as needed to improve CBI programmatic responses in the different sectors of displacement operations.

#### 4. ACCOUNTABILITY

- Coherent and coordinated technical field support is provided for ongoing and new CBIs in UNHCR Ethiopia.
- In collaboration with the Snr. CBI Officer, CBIs are designed and rolled out following high quality technical standards.

- Emerging issues are addressed in a timely manner, and are brought to the attention of management and the CBI section as needed.

## 5. AUTHORITY

- Provide guidance and make recommendations on country level CBI programmes.
- Follow up on specific tasks and projects provided in line with the objectives of the country-level CBI roll-out plan.
- Communicate with all UNHCR field and sub-offices, as necessary.

## 6. QUALIFICATIONS AND EXPERIENCE:

### Qualifications:

Masters' (MA) degree in social sciences, economics, law or other relevant field

### Experience:

At least 2 years, preferably 3 years, of relevant work experience required, including in programme or project management.

Experience in a humanitarian setting, either in humanitarian programming or protection desirable. Knowledge of programming in humanitarian settings desired. Knowledge of cash-based interventions desired. Experience in refugee emergencies or developing countries is highly desirable. Relevant experience in national/multinational organizations or NGOs preferred. Experience in Africa is preferred.

### Skills:

Willingness to learn, enthusiastic, eager to meet challenges and quickly assimilate new concepts, computer/technical literacy, interpersonal abilities, multicultural sensitivity/awareness, problem-solving, creativity, teamwork.

### Languages:

English and one other official UN language

## 7. REQUIRED COMPETENCIES:

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust	1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> M002	Managing Performance	2. <input checked="" type="checkbox"/> X002	Innovation and Creativity
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making	3. <input checked="" type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> M004	Strategic Planning and Vision	4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> M005	Leadership	5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> M006	Managing Resources	6. <input type="checkbox"/> X006	Policy Development and Research
		7. <input type="checkbox"/> X007	Political Awareness
		8. <input checked="" type="checkbox"/> X008	Stakeholder Management

**8. TRAINING COMPONENTS AND LEARNING ELEMENTS:****Training components:**

The JPO's learning process will be structured through a range of formal training activities as well as on-the-job coaching through his/her supervisor.

Formal training activities include the JPO's inclusion in UNHCR's six-month long Cash-Based Interventions Learning Programme (CBI LP). The learning programme includes regular attendance of webinars, participation in the community of practice as well as a one-week workshop in Budapest. An integral part of the learning programme is the completion and submission of a CBI learning project, which concludes the course work. Upon completion of the CBI LP, the JPO will have an understanding of the tasks related to the implementation of cash-based interventions such as stakeholder engagement, assessment of needs and capacities, analysing the response; planning, design and implementation of CBIs; monitoring and evaluation of the response and lessons learnt.

In addition, the JPO will be encouraged to participate in other training opportunities offered by UNHCR or external actors such as CaLP.

Last but not least, daily coaching from the Supervisor as well as the CBI Section in Geneva will complement the formal training activities.

**Learning elements:**

The incumbent will enhance his/her knowledge on refugee protection, UNHCR and its mandate, as well as cash-based interventions as an innovative tool to provide refugee protection assistance. In particular, the incumbent will be able to:

- ✓ write technical CBI feasibility reports;
- ✓ guide field operations on technical issues;
- ✓ become familiar UNHCR CBI programme planning and project budget structures;
- ✓ strengthen his/her knowledge of programme monitoring and evaluation;
- ✓ strengthen his/her understanding of coordination and cross-sectorial coordination;
- ✓ strengthen his/her understanding of role of other sectors and the link with CBI;

**9. OPERATIONAL CONTEXT:**

Ethiopia maintains an open-door asylum policy and provides humanitarian access and protection to those seeking refuge on its territory. With almost 850'000 refugees and asylum seekers who are hosted in more than 27 difference camps, Ethiopia is one of the largest refugee hosting countries in Africa. Protracted refugee situations and continuous refugee influxes mark the operational environment in Ethiopia. The multi-sectorial nature of UNHCR's programmes, together with its comprehensive mandate for refugee protection and durable solutions, along with UNHCR's lead responsibilities within the protection cluster for internally displaced persons (IDPs) lends itself particularly well to scale-up CBIs. Moreover, cash-based interventions can be strategically used to enhance and promote UNHCR's protection principles, placing dignity and choice of assisted communities at the centre of its assistance.

Cash-based interventions are therefore increasingly recognized as an appropriate response modality within the context of Ethiopia to meet the basic needs of and promote the protection of refugees. UNHCR Ethiopia has recently developed a strategy for the institutionalization of CBIs across its operation. The strategy focuses on building the capacities and capabilities of the operation to successfully implement CBIs from 2018. Together with the Senior CBI Officer, the JPO will be leading the implementation efforts of the CBI strategy across the entire country operation.

#### **10. LIVING CONDITIONS:**

Addis is also often referred to as “the political capital of Africa” due to its historical, diplomatic and political significance for the continent and is well connected through good international air networks. With a population of over three million, it is one of the fastest growing cities in Africa. Addis is classified as a UN family duty station and provides relevant housing, health and educational facilities. The JPO will be expected to find his/her own accommodation.

Regular field mission may include hardship non-family duty stations with limited infrastructure, poor health care and increased security risks. Security protocol in these locations require that the JPO is accommodated in UNHCR organized housing facilities, where further security restrictions may apply.