

Senior Programme Assistant- UNHCR

The UN Refugee Agency, takes the lead in protecting people forced to flee wars and persecution around the world, providing life-saving aid including shelter, food and water to ensure their basic safety, rights and dignity.

Deadline for application: February 21, 2023

Starting Date: March 1st, 2023

Major: degree in Political Science and International Affairs, Psychology, Public Health & Development Sciences, Business Administration or any related field

Experience: 1-3 years of relevant experience

Major Responsibilities:

- Provide administrative assistance and support in routine services and activities within Programme thus better able to meet the needs of persons of concern
- Assist in organizing and documenting the selection of partners in accordance with the policy on selection and retention of partners, ensuring due diligence to meet the requirements of projects
- Provide support to ensure partnership agreements are established in a timely manner, regularly monitored and reported on, in compliance with established guidelines and procedures included in the framework for implementing with partners
- Contribute to the review and analysis of operations plans, mid-year and year-end reports, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate and maintain records of implementation rate (performance progress and expenditures) on a regular basis.
- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits
- Use UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight and FOCUS Reader, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis

Additional Requirements:

- Demonstrated experience in Programme Management, Operation Management Cycle and related processes. Knowledge of Results Based-Management.
- Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc)
- Completion of UNHCR Learning Programmes or specific training relevant to function of the position including Programme Management
- Experience in programme management training and capacity building activities
- PG-Programme Management (programme cycles and reporting standards), PG-Results-Based Management, DM-Database Management, PG-Programme Analysis

How to apply:

Kindly send your CV or contact the Career Services Center, E-mail:

career.services@balamand.edu.lb, Ext. 7801; 7802