

Senior Programme Assistant and Assistant Government Liaison Officer-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.

Type of Contract: Full Time

Location: Beirut

Major: degree in Political Science and International Affairs, Business Administration, or any related field

1- Senior Programme Assistant

Deadline for application: March 13th, 2023

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
- Guided by the MFT approach, support the development and implementation of monitoring plans for activities implemented through partnerships and those under direct implementation in line with Programme Manual and programming instructions
- 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

2- Assistant Government Liaison Officer

Deadline for application: March 6th, 2023

Experience: fresh graduates are accepted

Major Responsibilities:

- Assist in the establishment of close working relations with Government Officials and/or other external parties
- Provide suggestions for promoting UNHCR's policies and liaising with Government authorities on issues related to latest humanitarian and development processes
- Support coordination meetings as required, including by preparing meetings and background information, drafting minutes and follow-up documentation
- Manage the flow of information to/from the supervisor and other senior staff; identifies priority matters that need to be urgently addressed by the supervisor
- Draft correspondence, documents and reports, and prepares tables and ensures follow-up
- Assist in ensuring appropriate links with the Government through establishment/maintenance of appropriate coordination and information exchange
- Act on behalf of the supervisor to convey, clarify and explain UNHCR's positions to Government or other external parties as applicable
- Inform the supervisor on a continuing basis of relevant information on the outcome of discussions with external parties
- Accompany the supervisor and Headquarters visitors to camps, border missions and provincial cities

Additional Requirements:

- CO-Drafting and Documentation
- CL-Multi-Stakeholder Communications with Partners, Government & Community SO-Networking

How to apply:

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

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