



Date: 19 April 2010

OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES  
Representation in Ethiopia  
INTERNAL/EXTERNAL VACANCY NOTICE No. ETHJI0023/10

Title of Post	:	Associate Programme Officer
Location	:	UNHCR Field Office Jijiga
Position No.	:	10004265
Duration	:	Initially one year
Date of Entry on Duty	:	As soon as possible
Category and Level	:	NOB
Closing Date	:	03 May 2010



**Summary of Job Description**

Under the direct supervision of the Head of the Office, the incumbent performs the following functions:

1. Participates in negotiations and discussions with the authorities concerning the planning and implementation of UNHCR assisted programmes in the sectors of Education, Vocational, Training, Income-generation and self-help activities;
2. Assists in the design and preparation of detailed project proposals according to UNHCR standards and drafts relevant sub-project agreements to be concluded with implementing partners;
3. Assists in the evaluation of project proposals submitted by technical ministries or other potential implementing partner;
4. Undertakes visits to various sites in order to assess refugee needs;
5. Monitors project/programme activities by reviewing a variety of records, including control plans, progress reports, project inputs, budget/financial reports and expenditures;
6. Maintains good working relations with implementing partners, local authorities; and UN agencies for implementing joint programmes;
7. Undertakes other duties as require

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Associate Programme Officer

Page 2

**Qualification and Experience:**

- University Degree in Business Administration, Law, Economics, Political Science or related field.
- Previous Job Experience: 4 years.
- Job Experience relevant to the function: 4 years
- Very good drafting skills in English and very good knowledge of the local language. Knowledge of another UN language is an asset.
- Communication and computer skills.

**Address for Applications**

Applications should carry the number of this vacancy notice and should be sent to:

Human Resources Unit  
UNHCR Branch Office  
P.O.Box 1076  
Addis Ababa

Internal candidates, only who have served one year in their present post will be eligible for consideration. Applicants are also requested to observe the restrictions on minimum seniority in grade, as stated in APPC Procedural Regulations 14.

All applicants should complete Personal History (P-11) form which are available in any UNHCR Offices OR from website <http://www.unhcr.org/recruit/p11new.doc> and return together with their application.

  
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**Solomon Teka,**  
**Associate Human Resources Officer**  
**Addis Ababa**

