



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR Regional Office Jakarta, Indonesia

### Terms of Reference International United Nations Volunteer Associate Programme Officer

Under the overall supervision of the Head of the UNHCR Field Office in Banda Aceh and in close coordination with the Programme Officer in Jakarta, the Associate Programme Officer, will undertake *inter alia* the following tasks:

1. Assist the Programme Unit in Jakarta in the management of UNHCR Field Office Banda Aceh's shelter programme through regular project submissions; revisions and reallocations throughout the project lifecycle; undertaking needs assessments, budgeting, monitoring implementation and evaluation in order to fulfil the requirements of UNHCR's Programme Management System;
2. Assist in the design and preparation of relevant project proposals and draft sub-project agreements to be concluded with implementing partners;
3. Assist with the evaluation of project proposals submitted by government ministries or potential implementing partners;
4. Carry out physical site/field visits to assess the needs of the beneficiaries and to monitor the implementation of project/programme activities;
5. Ensure proper management of projects/programmes through the analysis and review of records, project monitoring reports, budget/financial reports;
6. Prepare programme-related and progress reports for submission to the Regional Office in Jakarta;
7. Maintain good working relations with implementing partners and local authorities;
8. Undertake other duties as required.

#### **QUALIFICATION REQUIREMENTS:**

**EDUCATION:** University Degree in Social Sciences, Economics, Business Administration or other related fields.

**EXPERIENCE:** a minimum four years previous job experience, including at least one year in the same functional area.

**LANGUAGE:** Proficiency in written and spoken English and Bahasa Indonesia essential.

**COMPUTER SKILLS:** Proficiency in the use of Microsoft Windows essential.

**OTHER REQUIREMENTS:** Flexibility, good communication skills and team work. Knowledge of UN and UNHCR manuals and relevant UN and UNHCR policy papers and instructions is an advantage.

**DUTY STATION:** Banda Aceh

**DATE OF ENTRY:** Immediate