

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

<b>Title:</b>	Programme Assistant
<b>Project:</b>	UNHCR
<b>Duty station:</b>	Quito (Solanda), Ecuador
<b>Section/Unit:</b>	Sub-Office Quito (Solanda)
<b>Contract/Level:</b>	Local Support, LICA 4 (USD 1.671,00)
<b>Duration:</b>	From 01 Jan to 31 Dec 2023 (Possibility of extension for 2024 depending on performance)
<b>Supervisor:</b>	Ms. Cynthia Leiva, Programme Associate

**1. General Background**

Ecuador is part of the United Nations Convention of 1951 relating to the Status of Refugees and its 1967 Protocol, as well as major international and regional human rights instruments that recognize the right to asylum. It is also part of the United Nations Convention of 1954 relating to the Status of Stateless Persons and the United Nations Convention of 1961 on the Reduction of Statelessness. The asylum procedure in Ecuador is regulated by the Organic Law of Human Mobility, effective February 6, 2017.

Ecuador is a country of transit and destination for people who need international protection. In the last two decades, Ecuador hosted more than 68,708 recognized refugees (mainly Colombian) and has become one of the leading countries of transit and destination for refugees and migrants Venezuelans. Ecuador receives the second highest number of Venezuelans after Colombia. Since 2016, more than 4.7 million Venezuelans have left their country, making it the biggest exodus in the history of Latin America. Of these, 2.2 million have entered Ecuador, of which 400,000 Venezuelans have been established in the country.

In 2019, approximately 2,100 Venezuelans per day entered Ecuador (with peaks of 6,000) until 26 August, when Ecuador began requiring visas for Venezuelans. Since 2018, the number of Venezuelan asylum seekers exceeded the number of asylum seekers from Colombia. According to monitoring protection of UNHCR, in 2019, nearly four out of ten Venezuelans did the least part of their journey on foot, and three in ten have specific needs (pregnant women, unaccompanied or separated children, people with disabilities or catastrophic and elderly diseases).

This position will be based in Quito; however also focus on improving UNHCR's programmatic response in Santo Domingo and Ambato.

The Programme Assistant receives guidance from more senior programme staff and may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Assistant.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor programme activities and implement administrative requirements. S/he is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Manual, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

UNHCR seeks to recruit persons devoted to the purposes of the Office of the High Commissioner for Refugees who have commitment to humanitarian principles and functionally relevant work experience with different stakeholders. The ideal candidate for the position of Programme Assistance should have flexibility and adaptability i.e. analyzing, adapting to, and working effectively in a variety of situations, often under demanding conditions, and coping with the unforeseen or unexpected. Strong team spirit as well as result-oriented work style are also a must. The candidates should have demonstrated strong analytical skills and proven advanced knowledge of Excel. A high level of organization skills is also required in order to support the operation in all duties related to official missions as well as in coordination and logistics for workshops and other similar events. Frequent travel to the Sierra Centro and Santo Domingo is foreseen for this position.

## 2. Purpose and Scope of Assignment

### 1. Duties relating with Partners

- Provide support to ensure partnership agreements are established in a timely manner, regularly monitored and review indicators in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Assist the programme associate in the daily activities regarding partner coordination and meetings.
- Assist in negotiations of agreements with implementing partners while ensuring that final partnership agreements are drafted under UNHCR's financial rules and instructions.
- Provide support to the Programme Associate on the coordination of the multi-functional team and ensure a multifunctional review of the implementation and performance of partner agreements, evaluate work plans, progress reports, indicators, budget, financial reports and expenditures.

### 2. Financial Monitoring of Partners

- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- Perform onsite projects financial and goods verifications
- Ensuring financial reports are delivered on time as well as register the expenditures on the system.

### 3. Direct Implementation Responsibilities

- Provide administrative assistance and support in routine services and activities within Programme.
- Contribute to monitoring activities implemented under direct implementation based on Results based Management and programming instructions.
- Support the delivery and records of equipment and other supplies donations to partners and other stakeholders.

### 4. Information Management Responsibilities

- Provide support to monthly activity info reports
- Analyze statistics and data; to improve programming within the field office.

5. Use UNHCR's corporate tools (e.g. OSMOSYS, COMPASS, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.

6. Actively contribute to UNHCR's programming of community of practice and to the improvement of programming tools and processes.

7. Undertake field visits as required including Santo Domingo and Sierra Centro

8. Perform other duties as required.

## 3. Monitoring and Progress Controls

- Participate in project monitoring meetings that will be held by the programme associate in a regular basis
- Provide assistance in negotiations of agreements with implementing partners while ensuring that final PAs are drafted under UNHCR's financial rules and instructions.
- Ensure that indicators (direct implementation and partners) are reported on time and in a coherent manner.

## 4. Qualifications and Experience

### a. Education

- University Degree (4 years) in Project Management, Economics, Administration, Humanitarian Sciences; or any other related field.

### b. Work Experience

- Minimum 2 years of previous job experience relevant to the function
- Demonstrated experience in Programme Management, Operation Management Cycle, Results based Management and related processes.
- Computer skills (in MS office) including advanced Excel skills (pivot tables, databases, data management, etc).
- English knowledge is desirable.

**c. Key Competencies**

- Capable of teamwork and working under stress
- Prior exposure to UNHCR refugee operations and functions relating to field office programme activities.
- Proven coordination skills
- Knowledge of the local context will be valued.

**Core Competencies**

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

**Managerial Competencies**

- Not specified

**Cross-Functional Competencies**

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

**5. Submission of applications****A. English Desirable.****B. Shortlisted candidates will sit a technical test.**

Foreign candidates, to be considered eligible for this position, must have a temporary or permanent residence in Ecuador that allows them to carry out work activities in the country.

**C. Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of full vaccination against COVID-19, independently of contract type and duration. The recommended candidate(s) will be required to provide the proof of vaccination prior to recruitment.**

D. If recommended, the candidate must submit a current and updated RUC Unique Taxpayer Registry and a voluntary contribution certificate to the Ecuadorian Institute of Social Security IESS. Voluntary IESS securities will be covered by the staff member. The salary offered is in net terms.

E. If you wish to be considered for this vacancy, please submit your application according to the following instructions:

- **CANDIDATES WITH ACCESS TO THE WORKDAY:** In order to apply, you must first create your profile in the WORKDAY system.
- **EXTERNAL CANDIDATES:** Candidates who do NOT have access to the WORKDAY system should submit their application through UNHCR's official site for applications: <https://www.unhcr.org/careers.html>

**CVs WILL NOT BE ACCEPTED BY EMAIL. ONLY THOSE APPLICATIONS SENT BY THE SYSTEM WILL BE CONSIDERED.**

Project Authority Ms. Cynthia Leiva, Programme Associate, Quito (Solanda) – Ecuador:	Contract holder (Name/Title):
Signature _____ Date _____	Signature _____ Date _____