

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) VACANCY ANNOUNCEMENT

Vacancy Notice No. VA/BGDCO/UNOPS/2022/016

Title of Post	Livelihood and Economic Inclusion Associate	Category/grade	LICA-6
Post Number	One Position	Type of contract	UNOPS Local Individual Contractor Agreement
Location	Cox's Bazar, Bangladesh	Date of Issue	30 August 2022
The effective date of the assignment	As soon as possible	Closing Date	12 September 2022

Operational Context:

The Livelihood and Economic Inclusion Associate will work under the direct supervision of the (Senior) Livelihood and Economic Inclusion Officer. The incumbent will support in operationalizing the strategic vision to align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR), which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen refugee self-reliance and help ease pressure on host countries.

The Livelihood and Economic Inclusion Associate will collaborate closely with UNHCR livelihoods partners, government agencies, private sector and financial service providers as well as other relevant stakeholders to enhance the economic inclusion and improve self-reliance of both persons of concern (PoC) and host community members. The incumbent will also be expected to deliberately explore opportunities of collaboration with other UNHCR cross cutting areas such as protection, education, cash, partnerships, research and analytics, GBV, solutions, complementary pathways and more. To document good practices, results and to generate knowledge, the Livelihood and Economic Inclusion Associate will work closely with the supervisor to build on UNHCR databases and support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. S/he will assist to mobilize refugees of different age, gender and background and to ensure that all stakeholders well understand the potential of economic inclusion of refugees and host community members, and to help communicate opportunities to PoC.

Livelihood and Economic Inclusion Associate will be involved in the implementation of the projects and activities related to skills development and self-reliance opportunities for the Rohingya refugees, with focus on women and youth. The incumbent will work closely with the implementation partner to ensure delivery of skills training in harmonised manner across different centers, ensure work opportunity for the trained women in several production centers, monitor the progress of the activities and interventions and prepare regular progress reports. The incumbent will cooperate with other relevant UNHCR units, government extension services, UN agencies, Consultants/service providers. Under the guidance of Livelihoods and Economic Inclusion Officer he/she will support donor visits to projects in close cooperation with Implementing Partners. The position required the following skills.

- Knowledge on current livelihood and self-reliance interventions in the camps of Cox's Bazar.
- Knowledge and experience on the vocational and life skills trainings.
- Experience on skills need assessment and knowledge on skills needs in current camp settings.
- Knowledge in production of different types of items engaging women.
- Ability to support the implementing partners through regular field visit.

- Ability to negotiate with the camp authorities and other NGOs under different sectors to create volunteer opportunities for the skill training graduates.
- Knowledge and experience on small enterprise development for women.

Duties:

- Explore partnerships with relevant stakeholders to enhance economic inclusion of UNHCR PoC. This includes working with economic development agencies to adapt their programmes to become inclusive of UNHCR PoC, working with the private sector to enhance inclusion of UNHCR PoC in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector service providers to include UNHCR PoC in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Work with the multi-functional team, more specifically with the Protection Unit, to collect information about the legal framework for the right to work and rights at work.
- Support the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation of the engagement of development programmes.
- Participate in necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to inform interventions and identify investment and funding opportunities that enhance the economic inclusion of UNHCR PoC.
- In case UNHCR is implementing specific livelihoods activities, work closely with and provide technical assistance on livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- Liaise with partners and authorities on livelihoods related issues under the technical guidance of the supervisor.
- Prepare field reports and other relevant reports relating to livelihoods and make recommendations for interventions that enhance refugee economic inclusion to the designated officer.
- Perform other related duties as required.

Qualifications and Experience

Years of Experience / Degree Level

For LICA 6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses - Management, Economics, Financial Management, Agriculture or other relevant field

Relevant Job Experience

Essential

Experience in facilitating the economic inclusion of vulnerable and marginalized groups in collaboration with internal and external stakeholders, ideally in varied field contexts. Experience in working in partnership with private sector, NGOs, UN organisations, development actors, and government authorities in sub-sectors relevant to livelihood programming e.g., financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.

Desirable

Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities. Knowledge about latest development in the livelihoods sector, including broader UN processes on

the SDGs and the Global Compact on Refugees. Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

EX-Experience with Inter/Non-Governmental Organization (INGO/NGO)

LV-Livelihoods & sub-sectors (value-chain upgrading, microfinance, cash assistance, etc.)

EX-Field experience

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

Stakeholder Management

Language Requirements - Knowledge of English and/or UN working language of the duty station if not English.

Eligibility:

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested candidates meeting the above requirements are requested to submit their applications online via UNHCR Bangladesh Job Portal <https://bgdco.unhcr.org/Apps/jobportal/jobs>. Candidates must comply with the below mandatory requirements. Non-compliance with any of the below points will immediately disqualify the candidacy of the applicant:

- Submit **fully updated, completed, and signed** Personal History Form (PHF/P11) and Supplementary forms in **PDF format**. P11 (PHF) should always be in **PDF format, and in UNHCR template**. Any other formats will not be accepted
- Submit your updated Fact Sheet with P-11 (applicable for internal applicants)
- When applying, interested candidates must clearly indicate the **Position Title, Position Number and Vacancy Notice number** in their application.

Only Shortlisted candidates will be contacted for the Assessment Exercises for the recruitment of the position, which may include Written/Technical tests and/or Interviews, as applicable for the recruitment of the position.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of full vaccination, independently of contract type and duration, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines or as applicable.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behaviour and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at inspector@unhcr.org or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.