

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. VA/BGDCO/UNOPS/2022/011

Title of Post	Associate Livelihood and Skills Officer (Coordination)	Category/grade	LICA-9 (NOB)
Post Number	One Position	Type of contract	UNOPS Local Individual Contractor Agreement
Location	Cox's Bazar, Bangladesh	Date of Issue	04 August 2022
The effective date of the assignment	As soon as possible	Closing Date	17 August 2022

Operational Context:

The Skills and Livelihood Sector is a newly established sector in the Rohingya refugee response. It will draw upon existing initiatives supported by other sectors such as Food Security Sector and the Education Sector and consolidate these initiatives. The Sector will also help coordinate, develop and implement new initiatives, establish technical standards, and undertake other relevant activities.

The sector will work closely with the Inter-Sector Coordination Group (ISCG) that coordinates the refugee response in Cox's Bazar that is host to over 900,000 Rohingya refugees from Myanmar residing in 33 camps. In 2022, it comprises staff from seven organizations who work to coordinate and support over 100 national and international NGOs and UN agencies to (1) work towards the sustainable repatriation of refugees (2) strengthen the protection of refugees (3) deliver life-saving assistance (4) foster the well-being of Bangladeshi host communities and (5) strengthen DRR and combat climate change. The ISCG works closely with the Government of Bangladesh in Cox's Bazar, the nine UN agencies, the numerous international and national NGOs, the sectors and working groups, and the donor community. While transitioning from an emergency to a protracted crisis, this operation is not stagnant, but rather, remains vibrant, agile, yet challenging.

The Skill and Livelihoods Officer – a new position in Bangladesh to support the Skills and Livelihoods Sector – is funded by Global Affairs Canada for a period of two years. It will be housed in UNHCR. The incumbent will report to the Senior Skills and Livelihoods Coordinator and work closely with the ISCG and other relevant sectors. IM support will be shared with the Protection Sector and the ISCG IM team.

Duties

Under the overall supervision of the Senior Skills and Livelihoods Coordinator:

A) SUPPORT COORDINATION AND COOPERATION

- Assist in settling up the Skills and Livelihoods Sector. This includes consolidating efforts already taken forward by other sectors.
- Assist with the coordination of the existing *Skills Development Working Group*, and strengthen the network of sectors and UN agencies, international and Bangladeshi NGOs, development agencies and donors engaged on related issues.
- Assist with liaising with the relevant local government authorities and facilitate necessary approvals and information sharing on the implementation of livelihoods and skills development activities for Rohingya refugees.
- With the Livelihoods and Skills Coordinator, coordinate with the development cell at the ISCG for livelihoods and skills activities in refugee camps and host communities in CXB.

- Assist with keeping abreast on relevant policy dialogue on skills and livelihoods for Rohingya refugees at national and Cox's Bazar levels.
- Assist with facilitating the operationalization of the *draft* Skills Development Framework in close coordination with skills programmes in Cox's Bazar.
- Assist with ensuring providing quality technical support is delivered by the ISCG Livelihoods and Skills Team to partners including advising on the necessity and feasibility of implementing livelihood programmes,
- Assist with developing and defining cross cutting policies and strategies related to livelihoods and skills development in the Rohingya refugee response and support the sector and agencies in the implementation of related activities.
- Assist with developing a cross-cutting advocacy strategy on livelihoods and skills development in the Rohingya refugee response on behalf of the humanitarian community in Cox's Bazar
- Assist with maintaining partnerships with specialized institutions, UN agencies, international and Bangladeshi NGOs, donors and other institutions to enhance livelihoods and skills activities in the Rohingya refugee response.

B.) SUPPORT DATA COLLECTION, DEVELOPMENT OF STRATEGIES, PLANS AND TOOLS

- Assist with developing and disseminating knowledge material and operational guidelines (technical guidelines, tools, training material, and web content).
- Conduct assessments and analyses of the joint livelihoods and skills projects, activities and intervention, link assessments with key technical stakeholders and support dissemination of accurate reports to all stakeholders.
- Support mapping of all ongoing livelihoods and skills activities and capacities within the sector as well as across other sector as a basis for guiding the sector and setting future priorities.
- Conduct impact assessments and surveys that help to inform interventions and identify investment and funding opportunities that enhance the livelihoods and skills development.
- Collect regularly information and data from the key partners engaged in the Rohingya refugee and host community livelihoods and skills projects, activities and initiatives.
- Support monitoring and review of the implementation of both Refugee and Host Communities components of Livelihood and skills Sector outputs.
- Assist Livelihoods and Skills Coordinator and ISCG in delivery of quality technical support to partners including preparation of advisory and advocacy products, carrying out quality livelihood assessments, relevant analysis of the impacts of the implemented projects and activities and lessons learned related to livelihoods and skills,
- Perform other related duties as required.

Qualifications and Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Business Management; Socio-Economics Development; Economics/International Economics; Rural Development; Financial Management; or other relevant field.

Relevant Job Experience

Essential

Technical competencies in sub-sectors relevant to livelihoods programming e.g. financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education, and training, etc. 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 with and developing partnerships 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

Knowledge about latest development in the livelihoods sector, including broader UN processes on the SDGs and the Global Compact on Refugees.

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;

MG-Project Management;

MG-Strategic Planning;

MS-Networking;

MS-Drafting, Documentation, Data Presentation;

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 - For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

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.