



# UNHCR

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

## Internal/External Vacancy Notice

### Education Associate (Tertiary Education)

### Education Section, Division of Resilience and Solutions (DRS)

UNHCR, the UN Refugee Agency is recruiting for a General Service position in Copenhagen, Denmark. The successful candidate will be based in the UN City Copenhagen and working for the Centre Management Unit (CMU) as part of the Copenhagen Global Service Center (CGSC)

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

<b>Vacancy Notice No:</b>	CPH/VN/2018/007
<b>Post Title:</b>	Education Associate (Tertiary Education)
<b>Category:</b>	General Service
<b>Position Number:</b>	10030090
<b>Duty Station:</b>	Copenhagen, DENMARK
<b>Remuneration:</b>	Attractive salary at the G6 level and entitlements according to UN Staff Rules and Regulations.
<b>Duration:</b>	One year contract with possibility of extension
<b>Application deadline:</b>	Sunday 9 December 2018

### Organisational context

The New York Declaration of September 2016 and the development of the Global Compact for Refugees (GCR) have established a framework for the international community for a holistic approach to supporting and sustainably strengthening refugee hosting communities and service provision. UNHCR's refugee education strategy emphasizes the importance of lifelong learning with safe access, quality and sustainability of accredited education service provision.

The Education Associate (Tertiary Education) administers jointly with the other Education Associate in the Section the Tertiary Education Scholarship Programmes and is one of the technical interlocutors between the Education Section, the Bureaus and Country Teams on programmatic and budgetary matters related to the planning and daily support on the implementation of the programme. The incumbent closely collaborates with the second Education Associate (Tertiary Education) and the Associate Education Officer (Monitoring & Accountability). S/he will work under the direct supervision of the Education Officer (Advocacy & Partnership).

The incumbent will perform a variety of functions related to planning, implementation and reporting for projects within certain geographical or thematic areas. S/he will be responsible for collecting, recording and maintaining information on education projects activities and budget expenditures. UNHCR Manual, Resources Allocation Framework, Operations Plans, UN and UNHCR programme and financial management rules and regulations will guide the work of the incumbent. S/he is expected to have contacts within the organization and with external interlocutors to share information on programme-related issues and perform a variety of functions related to implementation and reporting for projects within geographical and thematic areas. S/he will be responsible for collecting, recording and maintaining information on projects activities and budget expenditures as well as statistical data.

## Duties and responsibilities

### Accountability

- The needs of persons of concern in the countries are assessed and analyzed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- Implementation of tertiary education scholarship is closely monitored following the annual programming cycle, from the initial budgeting to the financial reporting to the donors.
- Data/ Information pertaining to the tertiary scholarship is properly managed and maintained.

## Responsibility

Administration of the Tertiary Education Scholarship programme:

- Based on the allocation strategy developed by the Tertiary Education Officer and communicated to Field Operations, review budget submissions from field offices implementing the tertiary education scholarships programmes. Ensure that the overall requirements do not exceed the financial target and that funds are allocated according to donor earmarking and priorities established by the Section in terms of focus countries.
- Prepare, maintain, monitor and revise detailed country budget allocations in FOCUS in collaboration with country operations. Maintain complete records on the financial status of the education scholarship project, monitor expenditures based on MSRP records and in consultation with field offices and bureaus and use these to monitor implementation rates and resource requests.
- Monitor adherence of the offices implementing the Scholarship Programme with established policies and guidelines, programming instructions and other relevant UNHCR policies and communicate regularly with relevant Finance and Budget sections at HQs/Geneva and Budapest, reporting issues or seeking advice when required.
- Liaise with relevant sections within DER on donor's earmarking and prepare regular updates on budget allocation and expenditures by donor where required, ensuring that contributions are clearly identified in the system (MSRP/FOCUS) to facilitate monitoring and reporting.
- Monitor closure of sub-projects in close cooperation with field offices and bureaus, following up on clearance of outstanding amounts and reimbursement of unspent funds.
- Prepare financial reports at country, region or group of students level, coherent with donor's earmarking, excluding overlapping and to the level of details required.
- Conduct field missions in locations where post-secondary programmes are implemented or required, meeting with education staff, students, visiting higher education institutions, embassy and other counterparts as required. Address training needs as required for focal points and partner staff to improve management of the scholarship programme and adherence to established policies and guidelines on scholarship programmes.

### **Maintenance of statistical data:**

- Collect annual statistical information summaries (EDS mandatory reporting forms) from countries implementing the tertiary education scholarship programme, verify accuracy of the information provided and prepare summarized statistical information for donor reports (summary tables and graphs), ensuring separate reporting where donors earmarked a specific operation or group of refugee students.
- Maintain overall information on the number of scholarships for a given year and over time, disaggregated by country of origin, asylum, gender and field of study.
- In consultation with country teams and bureaus, and based also on UNHCR yearly statistical reports, compile overall information and analyze data on post-secondary education, as a tool to facilitate and systematize the identification of unmet needs.
- Based on collected statistical data and country strategies, and in liaison with DRRM and PSP in particular, provide input to fund raising proposals for post-secondary education.

### **Technical support to the Education Section:**

- Prepare periodic and ad-hoc reports on the tertiary education scholarship programme and other education activities as requested.
- Contribute to the preparation of reports, documents and submissions to Senior Management and external counterparts by providing accurate information, preparing statistical and financial tables and drafting selected sections.
- Focal Point for social media and student queries in the Education Section.
- Any other responsibilities/functions deemed necessary or as delegated by the Head of the Section.

### **Authority**

- Revise allocation of funding throughout the year to reflect changes in implementation plan, increased target or specific donor earmarking.
- Provide thorough financial analysis and recommendations to improve the overall financial management of the scholarship programme as it develops, with multiple donors.

## Essential Minimum Qualifications and Professional

- Completion of secondary education and post-secondary training/certificate in Business Administration, Social Science or related field.
- Minimum of 6 years of previous job experience relevant to the function.
- Experience in the field of education/social sciences and proven interest in expanding knowledge of education programmes within UNHCR.
- IT affinity with excellent computer skills in MS office applications and PeopleSoft.
- Proficiency in English.

## Required competences

- Managing Resources
- Analytical Thinking
- Planning and Organizing

## Desirable Qualifications & Competencies

- Excellent knowledge of UNHCR programme procedures and processes and relevant UNHCR policies.
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.
- Knowledge of UNHCR financial rules, procedures and processes and UNHCR specific programmes (MSRP, Focus, etc.) is an asset.
- Working knowledge of French and/or another relevant UN language.

## To apply

Applicants should submit the United Nations Personal History Form (P.11), including testimonials/degrees/certificates, their motivation Letter and CV, while quoting **Vacancy Notice Number – CPH/VN/2018/007** in the subject line.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

Applications should be submitted to:

HR/Vacancy Management Unit Copenhagen, e-Mail: [dencocmuhr@unhcr.org](mailto:dencocmuhr@unhcr.org)

**Closing date for receipt of applications: Sunday 09 December 2018.**

Issued on 23 November 2018