

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

# VACANCY NOTICE

## Senior Programme Assistant - Educate A Child (EAC) Private Partnerships and Philanthropy (PPH) Division of External Relations (DER)

<b>Vacancy Notice No:</b>	CPH/VN/2021/017
<b>Title:</b>	Senior Programme Assistant - Educate A Child (EAC)
<b>Contract Type:</b>	UNOPS LICA-5 (Local Individual Contractor Agreement)
<b>Duty station:</b>	Copenhagen, Denmark
<b>Duration:</b>	from 03/05/2021 to 31/12/2021
<b>Application deadline:</b>	27 April 2021

## Organizational Context

UNHCR is a global organization 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 130 countries, using our expertise to protect and care for millions.

The Private Partnerships and Philanthropy Section operates from Copenhagen, the extended arm of UNHCR Headquarter, with global coverage through Regional Managers, National PSP Offices and National Partners. As part of the Private Sector Partnerships Service, the role of the Private Partnership and Philanthropy Section is to raise funds from corporate companies, foundations and high net worth individuals. One of the biggest private sector donors to UNHCR is Education Above All Foundation, which is the umbrella organization for Educate a Child Programme. The objective of the EAC Programme is to significantly reduce the numbers of children worldwide who are missing out on their right to primary education. The partnership between UNHCR and EAC/EAA Foundation has been implemented since 2012, and is being

implemented in 15 operations in 14 countries for the current three-year period of the renewed EAC programme.

With an increased number of countries joining the renewed EAC programme (2020-2022), there is a need for additional personnel in Headquarters so that guidance and technical support to participant countries can be enhanced. For the countries who are relatively new to the programme, additional assistance will be important in ensuring they have the support they need to meet the programme requirements. Furthermore, the complexity of the programme requires full time attention to programmatic, budgetary, and financial monitoring of the EAC programme.

The position, located in UNHCR HQ in Copenhagen, will sit within the Private Partnership and Philanthropy Section, will work closely with the Primary Education team and will provide desk-based support for UNHCR's operations globally.

## Duties and Responsibilities

The main tasks and responsibilities of the Senior Programme Assistant Officer will be:

- Work closely with the EAC Associate Programme Officer and Snr. Private Sector Partnership Officer
- Assist the preparation of EAC/EAA programme budgetary allocations breakdown to the 15 operations implementing the EAC Programme in alignment with the UNHCR annual detailed planning cycle and Resource Allocation Framework and approved prioritized budgets.
- Verify that the commitments made for the EAC/EAA Programme contribution Agreement by the 15 implementing operations are aligned and included within their budget.
- Assist the EAC/EAA Donor focal point and the Senior PSP Finance Officer in providing inputs and reviewing the submissions made to the Resource Planning and Management Board.
- Contribute to monitor the implementation progress of the EAC Programme contributions
- Tracks that EAC/EAA Programme related expenditure are booked using the EAC Programme tracking tool.

- Assist the EAC Associate Programme Off. in carrying out EAC/EAA related capacity building activities (i.e. training materials, webinars, and workshops on budgeting and reporting on the EAC/EAA Programme) for example on using the tracking tool.
- Assist the review of Financial Mid-Year and Annual country reports.
- Critically analyze and provide suggestions on the improvement of Programme financial monitoring tools tailored to UNHCR's new results-based management software
- Support the development and maintenance of the team collaboration platforms, such as MS Teams or SharePoint.
- Regularly update the EAC Programme Contact List.
- Assist the EAC HQ team meetings and keep a record of the meeting notes.
- Perform other duties as requested.

## Minimum qualifications and professional experience required

### Education and professional work experience

- Completion of secondary education with post-secondary training/certificate in Finance, Business/International Administration, Political Science/International Relations, or another related discipline.
- Minimum of 5 years of job experience relevant to the function (or 2-3 years with a master's degree).
- Work experience in programme monitoring, including budget and financial aspects, specifically in humanitarian or development settings (desirable).

### Functional Skills

- Have knowledge of budgeting and financial monitoring for not-for-profit businesses.
- Have strong Microsoft Excel Skills and good experience using other software of the Microsoft Office suite (Outlook, Word, Teams and PowerPoint).
- Capable of building and maintaining databases and filing systems for project management.
- Knowledge of SharePoint is desired.
- Fluency in written and oral English is required

## Location and Conditions

The successful candidate will be based in Copenhagen, Denmark.

This position is up to the end of the year with a possibility of extension. It is a full-time role (40 hours per week).

## To apply

All applications are received online through the [MSRP Portal](#) with a Letter of Interest.

- Job Opening ID 26272: Senior Programme Assistant - Educate A Child (EAC), UNOPS LICA-5 (Local Individual Contractor Agreement) Local - Specialist ICA, Level LICA-5

For technical issues, please contact our service desk at [HQUSSD@unhcr.org](mailto:HQUSSD@unhcr.org)

For any other queries, please contact [dencocmuhr@unhcr.org](mailto:dencocmuhr@unhcr.org)

The UNHCR workforce consists of many diverse nationalities, cultures, languages, and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.

**The deadline for applications is midnight 27 April 2021.**