



### EXTERNAL VACANCY ANNOUNCEMENT

Post Title: Assistant CRR Officer (NOA)  
Contract Type: Temporary Appointment  
Duty Station: UNHCR National Office- Guatemala  
Duration: 1 May 2018 to 31st December 2018

Qualified candidates who are interested in the above mentioned position are invited to submit their application by email, attaching a UN Personal History Form (P.11) and motivation letter (1 page maximum), not later **than 17 April, 2018** to [panpava1@unhcr.org](mailto:panpava1@unhcr.org) and [guagu@unhcr.org](mailto:guagu@unhcr.org)

Please indicate in the subject of the application e-mail: UNHCR Guatemala –Assistant CRR Officer.

Candidates must fill the UN Personal History Form (P11) attached to this announcement.

Due to the foreseen number of applications, only persons shortlisted will be contacted

#### **Organization Context:**

On 19 September 2016, the United Nations General Assembly adopted the New York Declaration on Refugees and Migrants, calling for greater burden sharing by the international community to support the world's largest refugee hosting states. The New York Declaration called on UNHCR to develop and initiate the application of the Comprehensive Refugee Response Framework (CRRF) in close coordination with relevant states and in collaboration with relevant UN agencies, applying a multi-stakeholder approach. The objectives of implementing the CRRF are to: (i) ease pressure on host countries, (ii) enhance refugee self-reliance, (iii) expand access to third-country solutions and (iv) support conditions in countries of origin for return in safety and dignity.

UNHCR, together with partners and with the lead of host country governments, applied the CRRF in a number of roll-out countries in 2017. The CRRF (*MIRPS/ Marco Integral Regional de Protección y Soluciones*) has been applied in 6 countries in the Americas (5 Central American countries including Guatemala, and Mexico).

Guatemala has developed a CRRF (MIRPS) national chapter. Given the new approach that it tries to inject to the response to displacement, as well as the need to involve a wide

array of stakeholders, it was deemed important to strengthen the capacity of UNHCR to communicate effectively around this issue, particularly on the objectives of the roll out; achievements; implementation; challenges as well as role of actors involved, including UNHCR. The aim is to measure initial progress on the Guatemalan national chapter and extract lessons learnt to inform preparations for the Global Compact for Refugees in the 1st half of 2018. The CRRF (MIRPS) national chapter will, to the extent possible, build on and complement existing strategies, coordination and funding mechanisms, incorporating both humanitarian and development actors.

In Guatemala, a joint CRRF (MIRPS) Steering Committee led by the Ministry of Foreign Affairs coordinates the roll-out of the CRRF, including a mapping exercise and gap analysis. The various steps in preparation for the CRRF (MIRPS) roll-out at country-level will further inform the priority areas of engagement and indicators for initial progress (first benchmark: second quarter 2018).

The New York Declaration and the CRRF stress the need to engage development actors in a sustainable response for refugees and host communities. The CRRF promotes inclusion of refugees in the delivery of national services, such as education and health, as well as national development plans and programmes, supporting these priorities where possible. The CRRF aims to bring on board partners into the refugee response, including those who have been less involved in refugee response, by mobilizing their respective areas of expertise and interest to contribute to a broad-based response. The CRRF also incorporates emergency preparedness and response, as applicable at country-level.

The roll-out of the CRRF (MIRPS) in Guatemala requires intensive efforts, including consultations with a broad range of internal and external interlocutors at national, regional and department levels – in particular the various government offices which need to be involved as part of the CRRF roll-out.

The Comprehensive Refugee Response (CRR) Officer will be critical in supporting the development and implementation of a comprehensive response at national, regional and district levels. The incumbent will have extensive contacts with both internal and external counterparts and partners. Within UNHCR, the Officer will establish close working relations with the relevant staff working in the community services, protection, program and field sectors. Key external partners will include the CRRF (MIRPS) Steering Committee, national, regional and district authorities, the UN and international organizations, UNHCR implementing and operational partners, International and Local NGOs, development agencies, donors and other actors engaged in humanitarian and development initiatives in the relevant departments. The incumbent will be the key interlocutor with National and Departmental Government Authorities and will have to identify and actively partner with other actors and structures potentially able to contribute to the strategies and solutions for refugees.

The incumbent normally works under the supervision of the Head of the National Office in close coordination with the CRR Regional Officer, as delegated by the (Regional) Representative.

## **Functional Statement**

### ***Accountability***

- Support is provided for the implementation of the CRRF (MIRPS) national chapter in Guatemala under area of responsibility (AoR), including various stages of planning, quantifying, implementation and stocktaking
- Active engagement with and provision of guidance to the government and a broad range of other stakeholders is ensured.
- Existing partnerships are strengthened and new partnerships nurtured in support of the CRRF (MIRPS) roll-out at country-level.
- The progress of CRRF (MIRPS) roll-out at country-level is reported on, and advice on adapting response, partnership and other strategies provided where necessary.

## *Responsibility*

- Help **institutionalize the CRRF (MIRPS) national chapter** with various government offices at regional, national and department levels, as well as a broad range of development and humanitarian partners through support and participation in all planning processes.
- Identify **proactively support needs by government offices and other partners** and tailor specific guidance, as needed in the various stages of the CRRF roll-out.
- **Monitor the CRRF (MIRPS) roll-out at country-level**, including implementation of programmes and other forms of novel engagements, such as partnerships and legislative reform/ follow-up, for the benefit of refugee and host communities in close collaboration with UNHCR sector leads, local government and relevant partners.
- **Liaise with UN Resident Coordinator offices and other relevant stakeholders.**
- Assist the development of relationships and **effectively engage on department level**. Key activities will include being part of department planning processes, facilitating strong working relations between sector specialists/partners, supporting government in identifying entry points for CRRF (MIRPS) programming.
- Develop **key partnerships and maintain good working relations with all stakeholders** involved in the CRRF (MIRPS) implementation. Seek and follow-up on collaboration opportunities with the delegation in Guatemala of the World Bank in close collaboration with Senior Development Advisers where applicable, as well as with private sector, civil society, academia and other interlocutors of the multi-stakeholder approach outlined in the New York Declaration.
- Identify and follow-up on opportunities to broaden existing partnerships, for example by expanding development engagement of actors who have primarily engaged with refugees from a humanitarian angle but **otherwise engage in both humanitarian and development work, and seek new partnerships with international and local actors who have previously not been engaged in refugee response.**
- Assist in the implementation of a **communication strategy of CRRF (MIRPS)** at regional and department level to generate support from all partners and to strengthen links between the CRRF (MIRPS) Steering Committee and partners at the operational level. Identify advocacy and engagement opportunities for government and other partners.
- **Report from CRRF (MIRPS) engagement, programming and initiatives at the operational level** to CRRF (MIRPS) Steering Committee and to UNHCR National Office in Guatemala.
- **Support the Regional Coordinator (CRR) Panamá or other person, as appointed by the Regional Representative**, to regularly review the strategic direction of the CRRF (MIRPS) roll-out at country-level in close collaboration with UNHCR Headquarters, and review short- and longer-term planning accordingly.
- **Support in the different stages of stocktaking of the CRRF (MIRPS) roll-out**, including identifying and synthesizing **lessons learnt and good practices** in collaboration with UNHCR Regional Office in Panamá and Headquarters.
- Stay abreast of the CRRF implementation at the country level. **Inform/update the CRRF (MIRPS) Steering Committee on CRRF news, developments, successes and challenges at the operational level.** In collaboration with communications/PI staff, identify opportunities for visibility and media engagement.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Represent UNHCR in meetings and fora related to the functions of the position.
- Coordinate planning, implementation, reporting and stocktaking activities, as agreed with the manager.
- Engage in short- and longer-term partnership development, and nurture engagement of development actors.

**Required Competencies**

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Undergraduate degree (equivalent of a BA/BS) in Social Sciences, Socio-Economic Development, Development Planning, Rural Development, or other related fields plus minimum of 6 years of previous job experience relevant to the function, both in humanitarian and development contexts. Experience in similar settings is essential. Graduate degree (equivalent of a Master's) plus 5 years or Doctorate degree (equivalent of a PhD) plus 4 years of previous relevant work experience may also be accepted.
- Proven ability to develop and maintain partnerships with a variety of actors - including government and private sector.
- Proven experience in planning, implementing, and monitoring programmes and managing multiple projects.
- Excellent drafting, presentation and reporting skills, including strong advocacy and negotiation skills in situation involving multiple actors and diverse interests.
- Knowledge of protection, refugee matters and UNHCR's mandate.
- Excellent computer skills including excel, word and power point.
- Excellent English language skills, including drafting and research capabilities.

**Desirable Qualifications and Competencies:**

- Experience of working with development agencies or private sector.
- Experience of working with national governments on development planning.
- Experience of working on forced displacement issues, including with host communities in the country.
- Experience of working with synergies between the humanitarian-development nexus.
- Experience in resource mobilisation.
- Ability to facilitate humanitarian and development actors' interactions.
- Experience in working in a Refugee Coordination Response context.
- Working knowledge of another UN language.

Date of issue of vacancy announcement: 9 April 2018