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

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/018
Post Title:	Programme Assistant
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL6 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Programme Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Collect information and prepare reports on Programme and project activities;
- Organize data and information, prepare and maintain records, documents and control plans for the monitoring of projects/programme implementation;
- Assist in preparation of project Budgets and Revisions;
- Assist in preparation of reports, project documents, sub-agreements, and submissions to the Government;
- Prepare background information for use in discussions with the Government and other Organizations;
- Participate in the briefing and debriefing of Project Personnel;
- Participate in the compilation of the monthly Situation Report;
- Scrutinize Plans of Operations and take appropriate follow-up action;
- Undertake visits to various sites in order to assess refugee needs;
- Assist in the administrative processing of Government and Implementing Partners requests for assistance;
- Perform other duties as required.

Qualification and Experience

- National of the United Republic of Tanzania.
- Secondary Education plus University courses or its equivalent, in any subject related to Finance, Accounting or Project Control.
- Courses/training in Business Administration, Economics, and Management are desirable.
- Not less than a total of six years of previous job experience including at least one year in the same functional area.
- Strong command of written and spoken English and Swahili is indispensable.
- Must be ready to work in refugee camps in the region.
- Have good inter-personal skills.
- Must be computer literate.
- Knowledge of UNHCR programmes/projects and financial rules and regulations would be an added advantage.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.