

# Job Description Form

Classification Date: June 2020

**1. Job Type** 

## 2. Job Information

**Title** **Functional Group - Level 1** **Grade** **Functional Group - Level 2** **Job Code** **Functional Group - Level 3** **CCOG Code** **Functional Clearance Required** 

### FOR EXPERT POSITIONS ONLY

**Position Number** **Location** **Supervisor Position Number** **Supervisor's Title** **Supervisor Grade** 

## 3. Organizational Setting and Work Relationships

The Associate CCCM Cluster Coordination Officer (Camp Coordination and Camp Management) supports UNHCR to work within the framework of the Inter-Agency Standing Committee (IASC) and the Cluster Approach. The position reinforces the CCCM Cluster by supporting the daily responsibilities of the Cluster Coordinator.

The Associate CCCM Cluster Coordination Officer is expected to facilitate the work of the CCCM Cluster through the provision of organization and reporting; and to impartially represent the interests of the members of the CCCM Cluster. This includes the provision of active support, as applicable, to sub-clusters or working groups of the Cluster which may be coordinated by other Agencies. As a result, the incumbent supports an inter-agency team in an environment that requires high standards of accountability, facilitation, negotiation and conflict resolution skills, in which respect the principles of partnership and collaboration are essential. Where appropriate, the incumbent organises and leads sub-national CCCM cluster coordination in line with National CCCM Cluster strategy and guidance.

The incumbent is normally supervised by (Senior) Cluster Coordination Officer or Head of the Office.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

## 4. Duties

- Provide CCCM Cluster Coordination support by organising meetings, ensuring that the meetings and other events calendar of the Cluster is updated on regular basis.
- Make data available to allow developing and designing various cluster related documents and tools.
- Proper archive all CCCM strategic data and documents and act as the focal point to make the CCCM strategic documents updated and accessible to the cluster members.
- Establish strong working relationships with all cluster members in order to facilitate effective collaboration and communication.

- Support conducting CCCM Cluster coordinated needs assessments indicatives, including participatory assessments and regular gap analysis.
- Ensure the timely access of the CCCM members to the CCCM analyses and work with the members to create a comprehensive assessment directory.
- Involve the cluster members to conduct an exhaustive mapping exercise for all on-going relevant needs assessments and gap analysis.
- Assist in delivering CCCM and/or CM training activities for CCCM Cluster members, other local partners, and relevant authorities.
- Provide logistical support to the capacity development initiatives in terms of organising venues, developing the lists of participants and ensuring that the other relevant logistical and administrative requirements are met.
- Provide timely feedback on the progress reports for the CCCM related Humanitarian Polled Fund (HPF) projects and other activities.
- Deliver reporting requirement of the CCCM on timely basis.
- Support the Cluster Chair Coordinator in developing and/or improving information management within the cluster, including the development of standardized databases which can be used to capture relevant information for monitoring and planning purposes.
- Contribute to preparation of reports and advocacy statements on behalf of the CCCM Cluster.
- Represent the CCCM Cluster in meetings with sectoral and external partners, authorities and other relevant interlocutors when needed.
- Perform other related duties as required.

## 5. Minimum Qualifications

### Education & Professional Work 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

*Law, International Relations, Political Science, Business Administration, Economics, Social Science or other relevant field.*

(Field(s) of Education marked with an asterisk\* are essential)

#### Certificates and/or Licenses

*CCCM Cluster Coordination Training  
Camp Management Training*

(Certificates and Licenses marked with an asterisk\* are essential)

#### Relevant Job Experience

##### ***Essential***

Relevant experience in different international organizations (e.g. UN agencies, INGOs, IOs, Donors, Red Cross Red Crescent). Knowledge of CCCM and protection technical guidelines and standards.

##### ***Desirable***

Demonstrated experience in cluster coordination, IASC guidelines and protection principles. Applied knowledge in UNHCR mandate, its policies and priorities in relation to IDPs and CCCM. Demonstrated expertise in program management and reporting requirements.

#### Functional Skills

*MG-Coordination  
SO-Negotiation skills  
PR-CCCM and Protection Technical Guidelines and Standards  
PR-Camp Coordination and Camp Management  
PR-Cluster Information Management Tools, Resources and Approaches*

(Functional Skills marked with an asterisk\* are essential)

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### **Language Requirements**

For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**

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

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

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## **6. Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

### **Core Competencies**

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

### **Managerial Competencies**

Empowering and Building Trust

Judgement and Decision Making

### **Cross-Functional Competencies**

Negotiation and Conflict Resolution

Stakeholder Management

Change Capability and Adaptability

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All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.