

# Job Description Form

Classification Date: July 2021

**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 Livelihood and Economic Inclusion Officer will be key in operationalizing the strategic vision to align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR), which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen refugee self-reliance and help ease pressure on host countries. Promoting economic inclusion of refugees is a key development area that will enable the achievement of these objectives and contribute to the 2030 Agenda's Sustainable Development Goals.

Leveraging the growing global momentum, UNHCR is working to translate the objectives of the GCR into impactful results for persons of concern (POC). Contributing to this global roll-out of the GCR, the Associate Livelihood and Economic Inclusion Officer, with support from the Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS), works towards the following objectives:

- 1) improve the enabling environment for refugees to work through advocacy on the right to/at work, access to economic opportunities and service;
- 2) seek new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance economic inclusion of refugees; and
- 3) enhance ongoing livelihoods and economic inclusion programming through evidence-based and market-driven approaches to improve economic inclusion outcomes.

The Associate Livelihood and Economic Inclusion Officer should be proactive, always looking for new opportunities and persuasive in mobilizing donors and new partners around new models of economic and social integration.

The incumbent will interact with the government counterparts and other stakeholders with specific mandate in livelihood activities as well as with the refugee communities. Within UNHCR, the Associate Livelihood and Economic Inclusion Officer will work under the supervision of the head of livelihoods and closely with multi-functional teams on matters including but not limited to protection, education, cash, partnerships, research and analytics, GBV, solutions, complementary pathways and more. S/he will support the office's involvement with livelihoods and economic inclusion, working with relevant external stakeholders from government line ministries, development actors, private sector, UN agencies, international organisations, NGOs, research institutions and universities.

---

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

- Maintain close contact and cooperation with partners to facilitate the economic inclusion of refugees, such as line ministries, private sector and development actors in accordance with UNHCR Global and Country level policies, priorities, and strategies, in particular the Global Compact on Refugees. This includes advocating with public and private sector services providers to include UNHCR POC in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Work with the multi-functional team, more specifically with the Protection Unit, to assess the legal framework for the right to work and rights at work and recommend/implement advocacy initiatives and policy reforms to improve UNHCR POC's economic inclusion, rights and access to work.
- Build on UNHCR databases to support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. This includes supporting the implementation of socioeconomic and wealth ranking surveys utilising community-based strategies to inform targeting, monitoring and facilitation of development programmes.
- Conduct necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to identify investment and funding opportunities that enhance the economic inclusion of UNHCR POC.
- In case UNHCR is implementing specific livelihoods activities, strengthen, guide and monitor the livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- 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

*Business Management;  
Rural Development;*

*Socio-Economics Development;  
Financial Management;*

*Economics/International Economics;  
or other relevant field.*

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

---

###### Certificates and/or Licenses

*Not specified.*

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

---

###### Relevant Job Experience

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

Technical competencies in sub-sectors relevant to livelihoods programming e.g. financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education, and training, etc. Experience in facilitating the economic inclusion of vulnerable and marginalized groups in collaboration with internal and external stakeholders, ideally in varied field contexts. Experience in working with and developing partnerships with private sector, NGOs, UN organisations, development actors, and government authorities in sub-sectors relevant to livelihood programming e.g.

financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.

### **Desirable**

Knowledge about latest development in the livelihoods sector, including broader UN processes on the SDGs and the Global Compact on Refugees.

---

### **Functional Skills**

*EX-Experience with Inter/Non-Governmental Organization (INGO/NGO);*

*LV-Livelihoods & sub-sectors (value-chain upgrading, microfinance, cash assistance, etc.);*

*EX-Field experience;*

*MG-Project Management;*

*MG-Strategic Planning;*

*MS-Networking;*

*MS-Drafting, Documentation, Data Presentation;*

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

---

### **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.***

---

## **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:**

*Managing Resources*

*Empowering and Building Trust*

*Judgement and Decision Making*

### **Cross-Functional Competencies:**

*Analytical Thinking*

*Planning and Organizing*

*Stakeholder Management*

---

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.

---

---

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.