



UNHCR

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

Vacancy Announcement

Cluster Coordination Officer (CCCM), P3

Temporary Appointment

Organisational context

The Cluster Coordination Officer (Camp Coordination and Camp Management) supports the UNHCR led cluster 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 Cluster Coordinator with respect to technical responsibilities.

The Cluster Coordination Officer (CCCM) is expected to facilitate the technical work of the CCCM Cluster through the provision of technical coordination, monitoring and capacity building; and to impartially represent the interests of the members of the CCCM Cluster. This includes the provision of active support, as applicable, to the cluster's technical working group and cluster members at subnational level. The incumbent supports an inter-agency team in an environment that requires high standards of technical coordination, accountability, facilitation, negotiation and conflict resolution skills, in which respect the principles of partnership and collaboration are essential. The incumbent is normally supervised by (Senior) Cluster Coordinator or Head of the Office.

Title: Cluster Coordination Officer (CCCM), P3

Duty Station: Sana'a, Yemen (50%) and field (50%)

Duration: 6 months with potential extension

Contract Type: Temporary Appointment

Closing date: 17 September 2019 (midnight Geneva time)

Start date: ASAP

Duties and responsibilities

- The CCCM needs of populations of concern are met through timely, appropriate, and coordinated action by all cluster members.
- Effective coordination mechanisms and tools, including information management, are established and maintained with cluster members, government counterparts and donors, ensuring timely and effective needs assessment, appropriate planning, prioritization, implementation, reporting and evaluation.
- UNHCR performs its CCCM Cluster co-Lead Agency functions in a manner consistent with IASC standards and guidelines governing the Cluster Approach, in particular the IASC Generic Terms of Reference for Cluster Coordinators at the country level.
- Ensure timely organisation of meetings, in line with the Principles of Partnership, making sure that cluster membership is inclusive, consultative and results-oriented.
- Ensure the availability of data to allow developing and designing various cluster related documents and tools.
- Ensure the CCCM strategic documents are updated and accessible to the cluster members.
- Establish strong working relationships with all cluster members in order to facilitate effective collaboration and communication.
- Conduct 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.
- Organize CCCM and/or CM training activities for CCCM Cluster members, other local partners, and relevant authorities.
- Ensure that the logistical requirements of the capacity development initiatives are in place in terms of organising venues, developing the lists of participants and 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.

- Ensure that all reporting requirement of the CCCM are delivered on timely basis.
- Contribute to 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.
- Prepare reports and advocacy statements on behalf of the CCCM Cluster.
- Perform other related duties as required.
- Represent the CCCM Cluster in meetings with sectoral and external partners, authorities and other relevant interlocutors when needed.
- Implement decisions on indicators to measure impact and performance of CCCM Cluster members.
- Make recommendation on format and frequency of meetings, designation of focal points and the establishment of a strategic advisory group, sub-groups/working groups and ad hoc/task-related bodies for specific issues.

Essential minimum qualifications and professional experience required

- Undergraduate degree (equivalent of a BA/BS) in Law, Political Science, Economics, International Relations, Business Administration, Social Science or related fields plus minimum 6 years of relevant experience in different international organizations (e.g. UN agencies, INGOs, IOs, Donors, Red Cross Red Crescent).
- Work experience in the Region would be an advantage.
- 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.
- Knowledge of CCCM and protection technical guidelines and standards.
- Proficiency in English and working knowledge of Arabic at B2¹ level is desirable.
- Managerial competencies: empowering and building trust, judgement and decision making
- Cross-functional competencies: analytical thinking, technological awareness and stakeholder management.

¹ 1 See <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr> , the Common European Framework of Reference for Languages (CEFR).

To apply

Interested candidates should submit their application to the [Profile Camp Coordination and Camp Management \(CCCM\) – Job ID 12406](#), highlighting in the Letter of Interest that they are applying to the Cluster Coordination Officer (CCCM), P3, Temporary Appointment in Sana'a (50%), Yemen and field (50%).

Deadline for applications: 17 September 2019 (midnight Geneva time).

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, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.