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Job Description

Job Title

Livelihood and Economic Inclusion Associate (TA)

Job ID

35350

Location

Americas

Regular/Temporary

Regular

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**Duties and Qualifications**  
Livelihood and Economic Inclusion Associate

Organizational Setting and Work Relationships  
The Livelihood and Economic Inclusion Associate will work under the direct supervision of the (Senior) Livelihood and Economic Inclusion Officer. The incumbent will support 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.

The Livelihood and Economic Inclusion Associate will collaborate closely with UNHCR livelihoods partners, government agencies, private sector and financial service providers as well as other relevant stakeholders to enhance the economic inclusion and improve self-reliance of both persons of concern (PoC) and host community members. The incumbent will also be expected to deliberately explore opportunities of collaboration with other UNHCR cross cutting areas such as protection, education, cash, partnerships, research and analytics, GBV, solutions, complementary pathways and more. To document good practices, results and to generate knowledge, the Livelihood and Economic Inclusion Associate will work closely with the supervisor to build on UNHCR databases and support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. S/he will assist to mobilize refugees of different age, gender and background and to ensure that all stakeholders well understand the potential of economic inclusion of refugees and host community members, and to help communicate opportunities to PoC.

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.

- Duties
- Explore partnerships with relevant stakeholders to enhance economic inclusion of UNHCR PoC. This includes working with economic development agencies to adapt their programmes to become inclusive of UNHCR PoC, working with the private sector to enhance inclusion of UNHCR PoC in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector service 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 collect information about the legal framework for the right to work and rights at work.
  - Support the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation of the engagement of development programmes.
  - Participate in necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to inform interventions and identify investment and funding opportunities that enhance the economic inclusion of UNHCR PoC.
  - In case UNHCR is implementing specific livelihoods activities, work closely with and provide technical assistance on 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.
  - Liaise with partners and authorities on livelihoods related issues under the technical guidance of the supervisor.
  - Prepare field reports and other relevant reports relating to livelihoods and make recommendations for interventions that enhance refugee economic inclusion to the designated officer.
  - Perform other related duties as required.

Minimum Qualifications

Years of Experience / Degree Level  
For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education  
Not applicable.

Certificates and/or Licenses  
Management Economics Financial Management Agriculture or other relevant field

Relevant Job Experience

Essential  
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 in partnership 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  
Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.  
Knowledge about latest development in the livelihoods sector, including broader UN processes on the SDGs and the Global Compact on Refugees. Completion of UNHCR learning programmes or specific training relevant to functions of the position

Functional Skills  
LV-Strategic Planning and Advocacy for Refugee Socioeconomic Rights  
(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.

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.

**Eligible Applicants**  
This position is open to applications from Group 1, Group 2 and all external candidates, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

TO THE ATTENTION OF EXTERNAL CANDIDATES:

External candidates must be legally present in Guatemala at the time of application, recruitment and hire. Non-Guatemalan citizens are required to submit a valid Guatemalan residence permit and valid working permit to be considered.

Your application will NOT be considered if;  
-The application form is not duly filled.  
-The questionnaire at the end of the application form is not answered (for external candidates)

**Closing Date**  
Closing date is 20/04/2022 (Midnight Geneva time)

**Duration of Appointment**  
This is a Temporary Appointment (six-month contract, with the possibility of extension subject to budget allocation)

**Additional Information**  
We only accept applications submitted through the MSRP portal. No late applications will be accepted.

Shortlisted candidates will be interviewed and might be requested to sit for a test. Only short-listed candidates will be notified.

The evaluation of applicants will be conducted based on the information submitted during the application.

Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.  
UNHCR strongly encourages qualified female applicants to apply. UNHCR seeks to ensure that male and female employees are given equal career opportunities.  
UNHCR is committed to achieving workforce diversity in terms gender, disability, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

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