 UNHCR JOB DESCRIPTION

***(When finalised and approved by the Post Manager(s), e-mail to HQPC00)***

Date of Classification (1): August 2013 **(STANDARD)**

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| **PART 2A – IDENTIFICATION OF POSITION** | | |
| Position No: | | |
| Position Title:  **Senior Cluster Coordinator (Shelter)** | | Position Grade:  **P4** |
| Position Location : | | Functional Group(1) : 3.1.c |
| Supervisor Position No., Title & Grade: | | CCOG Code (1) : 1.A.11 |
| Job Code (1) : 001840 | Job Profile (1) : 00001840 |  |

***(1)*** *To be completed by PCU*

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| **PART 2B – POSITION REQUIREMENTS** |
| **2.1 ORGANIZATIONAL CONTEXT***. Define the role of the position within the team, describing its leadership role, if any, it’s external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*    In complex humanitarian emergencies and natural disasters where UNHCR is designated as the Emergency Shelter Cluster (ESC) Lead Agency under the Cluster Approach, the position of Cluster Coordinator performs a dedicated coordination, strategy development and advocacy function. The Senior Cluster Coordinator (Shelter) reports directly to the UNHCR Representative who has final accountability for the performance of UNHCR as Cluster Lead Agency. Also the ESC coordinator liaises with the Global Shelter Cluster Coordinator who has global responsibility for the performance of UNHCR as Global Cluster Lead Agency.  The Cluster Coordinator (Shelter) effectuates UNHCR's commitment to work within the framework of the Inter-Agency Standing Committee (IASC) and the Cluster Approach. The UNHCR ESC Lead Agency functions, embodied in the role of Cluster Coordinator, are critical in ensuring UNHCR’s leadership within a diverse shelter community. The Cluster Coordinator (Emergency Shelter) is expected to perform UNHCR's lead role in the ESC and to impartially represent the interests of the members of the Emergency Shelter Cluster, including the provision of active support, as applicable, to sub-national clusters which may be coordinated by other Agencies. As a result, the Cluster Coordinator (Shelter) leads an inter-agency team in an environment that requires high standards of accountability and demonstrable leadership, coordination, negotiation and conflict resolution skills, and in which the principles of partnership and collaboration are essential.  The Cluster Coordinator (Shelter) represents the ESC in Inter-Cluster Coordination mechanisms. S/he ensures appropriate cross-sectoral coordination with other related clusters such as WASH, CCCM, Protection (HLP) and others, advocates for shelter in the humanitarian response, leads the mainstreaming of early recovery activities in the Emergency Shelter Cluster, and spearheads the integration of cross-cutting issues into the work of the Emergency Shelter Cluster, especially age, gender, diversity, HIV, environment.  The incumbent works closely with and/or directly supervises a multi-functional ESC Support team, including, but not limited to, the areas of information management, needs assessment, technical support, shelter recovery, reporting and advocacy. |
| **2.2 FUNCTIONAL STATEMENT***. Describe the accountabilities, responsibilities and authorities associated with the position.*  **Accountability**   * The shelter needs of populations of concern are met through timely, appropriate, and coordinated action by all cluster member. * 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. * Where appropriate, these mechanisms build up and reinforce existing national coordination mechanisms and build capacity. * Strategies and activities delivered by the ESC enjoy political and/or financial support by other clusters, government, donors and other partners through effective prioritization, advocacy and resource mobilization. |
| * UNHCR performs its ESC 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 and the IASC Reference Module for Cluster Coordination at the Country Level. * UNHCR performs its ESC 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 and the IASC Reference Module for Cluster Coordination at the Country Level.   **Responsibility**    *Strategic Direction and Coordination*   * Develop an ESC Strategy in a consultative process with ESC partners including the local government and ensure that the shelter response is driven by this strategy. * Ensure that the ESC Strategy is integrated into the Humanitarian Country Team’s common humanitarian action plan. * Provide coordination services, including meetings, in line with the Principles of Partnership, ensuring that cluster coordination is inclusive, consultative and results-oriented. * Ensure coordination with government counterparts and other relevant authorities. * Ensure that contingency planning and emergency preparedness measures are updated and developed. * Update as appropriate the ESC Strategy: ensure proper linkages with disaster risk reduction, relief, and recovery and development efforts. Ensure that appropriate transitional measures are in place for handing over to recovery and development actors. * Ensure the establishment and maintenance of the cluster structure including the cluster core documents as defined by the Global Shelter Cluster guidance: Strategy, Technical Standards, and Factsheet.   *Needs Assessment, Resources Mobilization and Allocation*   * Lead, coordinate and conduct within the ESC or at Inter-Cluster level shelter needs assessments, including participatory assessments. * Ensure that the ESC covers all identified shelter needs of the affected population and not only those relating to the specific mandate of individual members of the Emergency Shelter Cluster. * Provide transparent strategic direction to development of common funding criteria, resource mobilisation and prioritization within the ESC for inclusion in Consolidated Appeals and pooled funds processes. * Establish mechanisms for accountable and transparent financial resource allocation within the cluster.   *Capacity Development*   * Coordinate the delivery of shelter training activities for ESC members, other local partners, and relevant authorities. * Coordinate initiatives to build the shelter capacity of the national and local government, partners and civil society.   *Standard Setting and Implementation*   * Ensure that the shelter response is informed by appropriate relevant Technical Standards including among others Sphere, and good practice. * Ensure appropriate collaboration with shelter response-related clusters of CCCM, Early Recovery, Education, Health, Logistics, Protection and WASH in the work of the Emergency Shelter Cluster. * Coordinate the integration of cross-cutting issues in the work of the Emergency Shelter Cluster, including age, gender, environment, diversity. * Through Cluster-wide consultative processes, provide input into the development of global shelter policy and standards led by the Global Shelter Cluster.   *Information Management, Monitoring, Evaluation and Reporting*   * Ensure that the ESC has a functional information management strategy and mechanism to report and share information within the Emergency Shelter Cluster, with the other clusters, with the government, with the overall humanitarian community including donors, with UNHCR internal mechanisms, and with the Global Shelter Cluster. * Ensure that the ESC produces analytical shelter reports, including the Factsheet; Promote that information on affected population is dissagregated by sex and age. * Ensure that the ESC maintains an updated website and produces regular updates on the shelter concerns of the affected population, the response by the shelter actors, the gaps, challenges and recommendations. * Promote and ensure monitoring and evaluation of the impact of operations carried out by cluster members and the performance of the coordination team. * Appraise the performance of any directly supervised personnel of the ESC coordination team. |
| *Advocacy and Promotion*   * Identify core advocacy concerns for the ESC through a consultative process: develop joint cluster/ inter-cluster initiatives to ensure regular and consistent advocacy. * Ensure a consistent interpretation and application of international law and related UNHCR and IASC legal standards and policies for the adequate provision of shelter. * Ensure the Emergency Shelter Cluster’s adherence to international human rights instruments, the Guiding Principles on Internal Displacement as well as other relevant international and regional instruments; in cooperation with the Humanitarian Country Team.   **Authority**   * Represent the ESC in meetings with sectoral and external partners, authorities and other relevant interlocutors. * Co-chair cluster meetings with the relevant Government counterpart as appropriate. * Issue reports and make advocacy statements on behalf of the Emergency Shelter Cluster. * Upon consultations with ESC members, take final decision over format and frequency of meetings, designation of focal points and the establishment of a strategic advisory group, sub-national clusters, Technical Working Groups and ad hoc/task-related bodies for specific issues. * Initiate measures to ensure that Principles of Partnership are fully respected in managing coordination mechanisms. * Implement decisions on indicators to measure impact and performance of ESC members. * Negotiate with the Humanitarian Coordinator/Resident Coordinator, the Humanitarian Country Team and cluster members the prioritization and inclusion of project proposals and common funding criteria for inclusion in inter-agency funding appeals. * Direct transparent and accountable financial and other resource allocation within the Emergency Shelter Cluster, when required, such as with regard to CERF or CHF. * Manage the team deployed or hired in country to coordinate the Emergency Shelter Cluster. |
| **2.3 REQUIRED COMPETENCIES**, *which* *illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*     |  |  | | --- | --- | | **Code** | **Managerial Competencies** | | 1.  M001 | Empowering and Building Trust | | 2.  M002 | Managing Performance | | 3.M003 | Judgement and Decision Making | | 4.M004 | Strategic Planning and Vision | | 5.  M005 | Leadership | | 6.  M006 | Managing Resources | |  |  | | **Code** | **Cross-Functional Competencies** | | 1.  X001 | Analytical Thinking | | 2.  X002 | Innovation and Creativity | | 3. X003 | Technological Awareness | | 4. X004 | Negotiation and Conflict Resolution | | 5.  X005 | Planning and Organizing | | 6.  X006 | Policy Development and Research | | 7.  X007 | Political Awareness | | 8.  X008 | Stakeholder Management | | 9.  X009 | Change Capability and Adaptability | |
| **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE** **REQUIRED**. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*   * Advanced university degree, preferably in shelter-related sciences (e.g. civil or architecture engineering). * At least ten year's 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. * Excellent leadership, coordination, and representation skills. Strong negotiation and interpersonal skills. Excellent knowledge of the Humanitarian reform process and the role of the humanitarian community (UN System, Red Cross Red Crescent Movement, and NGO), preferably in shelter. * Extensive knowledge of current humanitarian issues. * Good knowledge of shelter-related technical guidelines and standards. * Excellent knowledge of English and the official UN language of the country of deployment, if not English.   **2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.** *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*   * Training on Cluster Coordination (Shelter Cluster Coordination training or Coordination and Leadership training). * UNHCR Coordination Learning Programme. * UNHCR Management Learning Programme. * UNHCR Tri-Cluster Knowledge and Coordination Skills Training. * UNHCR Workshop on Emergency Management. * Applied knowledge in UNHCR mandate, its policies and priorities in relation to IDPs, shelter and NFI. Demonstrated expertise in program management and reporting requirements. * Knowledge of another relevant UN language or local language. |