



RE-ADVERTISEMENT
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IVN/EVN/BER/20/03

Title of Post	Senior Field Assistant	Category/grade	General Service, G5
Post Number	10033274	Type of contract	Fixed-Term Appointment
Location	Berbera	Date of Issue	30th September 2020
Effective date of assignment	As soon as possible	Closing Date	13th October 2020

Organizational Setting and Work Relationships:

The Senior Field Assistant will be supervised by the (Senior) Field Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

Operational Context:

The Snr Field Assistant will be directly involved in the response to new arrivals from Yemen through protection screening and identification of vulnerable persons of concern (refugees, asylum-seekers, refugee returnees), their referral to service providers and providing them timely intervention and assistance with partners and authorities. The incumbent will provide daily reporting to UNHCR SO Hargeisa on refugee and returnee movements. S/he will work closely with immigration and law enforcement authorities, local municipality and governor's office to address the needs of PoCs through existing national institutions or services. Additionally, there are over 50,000 IDPs residing in Berbera and Sahil region for who UNHCR implements shelter/housing, infrastructure, humanitarian assistance projects in cooperation with UN agencies, NGOs and authorities. Therefore, the incumbent should to have adequate knowledge and understanding on UNHCR's mandate and work, protection considerations, good English writing and reporting skills, ability to work in a multi-cultural environment, as well as good negotiation and communication skills in the work with authorities and partner agencies. Knowledge or educational background in the international human rights law, international refugee law is of consideration. Knowledge in Arabic is a preference. The incumbent will be supervised by the Associate Field Officer in Berbera. S/he will act as the OIC for FU in Berbera in the absence of the Officer.

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

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience:

- Education: Completed high school diploma
- Job experience: 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- IT-Computer Literacy
- Knowledge of English and/or UN working language of the duty station if not English

Desirable Education / Experience:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position

Functional Skills:

- MS-Drafting, Documentation, Data Presentation
- CL-Multi-stakeholder Communications with Partners

Competency Requirements:

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

Eligibility:

Group 1 & 2: Interested current staff members should consult the Instruction on Recruitment and Assignment of Locally Recruited Staff (**RAALS**). If you have questions regarding your eligibility, you may also contact the HR Unit.

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form by e-mail **clearly stating the position title, vacancy notice number in the subject line to: sommohrs@unhcr.org by the 13th October 2020.**

The Personal History Form and its supplementary sheet is attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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