



06 March 2017

EXTERNAL VACANCY ANNOUNCEMENT NO: 17/HCR/KGL/VN/008

Title of Post: Assistant Field Officer
Post Number: Temporary Appointment
Duty Station: Nyamata, Rwanda
Category and Level: National Officer (NOA)
Duration of assignment: 6 months
Entry on Duty: Immediate
Closing date of application: **20 March 2017**

ORGANIZATIONAL CONTEXT

The Assistant Field Officer is normally supervised by the Snr Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive indirect guidance from other sections and units relevant to the country/regional programme(s). UNHCR Manual, programme and protection objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the incumbent.

The incumbent does not normally have any direct supervisory role. S/he has daily contacts with staff in the various field offices and with the functional units at the Country/Regional Office. S/he also has close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies to discuss matters of common interest.

FUNCTIONAL STATEMENT

Accountability:

- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).
- The needs of persons of concern in the AoR are assessed and analysed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

Responsibility

- Assess the needs of persons of concern in the AoR and formulate project submissions in collaboration with district authorities and implementing partners.
- Promote and monitor the implementation of assistance projects.
- Report regularly on rate of flow of new arrivals and estimate expected influx based on interviews with persons of concern.
- In co-ordination with implementing partners, assist with the reception, registration and provision of assistance to persons of concern to UNHCR.
- Keep track of cases of detention; register applicants for voluntary repatriation and family reunion.
- Assist in the preparation of monthly sectoral reports and submit material for preparation of periodic project monitoring reports and year-end reports.
- Undertake other relevant duties as required.

Authority

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- University degree in Law, Political Sciences or related fields.
- Minimum 2 years of previous relevant work experience.
- Excellent knowledge of English and French (written and spoken); Fluency in Kinyarwanda
- Very good knowledge of local institutions is essential
- Ability to work in a multi-cultural environment
- Candidate must be a Rwandese national

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Field experience.
- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with "**LAST name – Assistant Field Officer position**" in the subject line to: RWAKIHRAPPS@unhcr.org by **20 March 2017**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

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