

Job Opening: Senior Field Assistant, UNHCR Israel

28 April 2022

Vacancy Ref.: ISR/Snr. Field Assistant; Individual Contractor/2022
Place of Assignment: Tel Aviv, Israel
Type of Contract: Individual Contractor
Duration of Contract: 01 June 2022 - 31 December 2022
Contact Person: Ms. Sigal Costo - Snr. Finance Associate (costo@unhcr.org)
Closing Date: 12 May 2022

1. General Background

The Office of the United Nations High Commissioner for Refugees (UNHCR) is a humanitarian and non-political organization mandated by the United Nations to protect refugees and stateless persons and help them find lasting solutions to their problems. UNHCR's activities are based on a framework of international refugee law and standards that includes the 1951 Convention relating to the Status of Refugees and its 1967 Protocol, as well as an array of international and regional treaties on human rights and humanitarian law. UNHCR works with States, civil society organizations, the legal community, the media and other actors to ensure effective protection and promote long-term solutions through a mix of capacity-building, refugee law promotion, advocacy and public awareness activities. UNHCR's workforce consists of many diverse nationalities, cultures, languages and opinions. The Organization is constantly looking for talented, motivated and passionate individuals from around the world who bring new innovative ideas and skills and whose work ethic and motivation inspire others.

At present, UNHCR is looking to hire a highly motivated individual for a Senior Field Assistant position to work with Ukrainian asylum-seekers at its Country Office in Tel Aviv, Israel and is inviting qualifying candidates to apply. *It is a temporary assignment starting 1 June 2022 through 31 December 2022.*

2. Purpose and Scope of Assignment

The Senior Field Assistant will undertake the following specific tasks:

- Build strong working relationships with government counterparts, local non-governmental organisations and community-based associations involved in assisting Ukrainian asylum-seekers.
- Monitor the situation of the asylum-seekers, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Participate in community outreach and engagement with the asylum-seeker communities, including participatory assessments, focus group discussions and one-on-one discussions to understand their perspectives, capacities, needs and concerns with particular attention to vulnerable groups.
- Provide analysis and recommendation to UNHCR on the needs, gaps and strengths of the asylum-seekers and on proposed measures to meet their needs.
- Monitor the implementation of UNHCR programmes as needed to ensure efficiency, relevance and effective coordination between the various actors working with Ukrainian asylum-seekers in Israel
- Contribute to the preparation of documents, reports and statistical data as required by UNHCR programme and reporting procedures
- Assist with interpretation when required.
- Perform other related tasks and duties as required.

3. Qualifications and Experience

- Two (2) years relevant experience with High School Diploma; or one (1) year relevant work experience with Bachelor or equivalent or higher Education.
- Training courses in international law, political science, social work, and/or previous legal/social work experience with refugees and asylum-seekers is an asset.

4. Key Competencies

1. Fluency in Russian, and superior level of oral and written Hebrew and English language skills. Fluency in Ukrainian is highly desirable.
2. Understanding of displacement and demonstrated skills in engaging with refugees and displaced persons, or other vulnerable groups.
3. Excellent writing/drafting skills.
4. Computer skills (MS Office and People Soft applications).
5. Planning and organizing skills: ability to establish priorities and to plan work assignments, respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
6. Inter-personal skills: ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

How to Apply

- 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.
- We welcome applications from eligible candidates with a refugee or stateless background in possession of a work permit in Israel.
- All interested applicants should submit by the 12 May 2022 deadline at the latest an up-to-date Curriculum Vitae, a duly completed Performance History Form and a motivation letter by e-mail to costo@unhcr.org
- The above documents should all be submitted in English.
- Applications received after the deadline will not be accepted.
- Shortlisted candidates will be contacted for an interview and, where required, a written test.

NOTE: UNHCR does not charge a fee at any stage of its recruitment process