



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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## **Vacancy Notice** **Internal/External**

**Position Title:** Shelter Associate  
**Position Grade:** G6  
**Vacancy Number:** SC-22-09  
**Duty Station:** Mashhad  
**Type of Contract:** Local Individual Contractor Agreement under UNOPS

Interested applicants should directly send their Personal History Forms to the email address: [irntevac@unhcr.org](mailto:irntevac@unhcr.org) .

For more information, visit:

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

UN website: <https://iran.un.org/en/jobs>

**Closing date: 22 August 2022**

**Please make sure you will mention the Vacancy Number (SC-22-09) in the subject line of your email.**

Short-listed candidates may be invited for Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.

## **Position Requirements:**

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### **1. Organizational Setting and Work Relationships**

The Shelter Associate (Technical Associate) provides support in carrying out comprehensive sectoral needs assessments in liaison with other relevant sectors such as protection, programme, community services, public health, , administration and supply. To ensure the most effective response, both quantitative and qualitative data should be gathered on the profile/needs and living conditions of both the displaced population and host community. The incumbent will assist in the day to-day operations of all construction and general infrastructure projects within the Area of Responsibility (AoR) to ensure that works proceed as designed and comply with established standards and procedures for the full project cycle.

Close and regular contact is maintained with technical and non-technical staff of shelter sector members, national and international NGOs and Government Authorities. The Technical Associate normally reports to the head of Sub-Office and under technical supervision of the Settlement Planning Officer in the country office.

The incumbent assists the supervisor in ensuring that shelter & infrastructure and WASH responses within the AoR evolve according to the changing nature of the situation, progressively working towards more durable solutions and drawing from sustainable local building practices and materials. S/he provides technical assistance in general infrastructure planning, design and construction monitoring and will work closely with Assistant Shelter Office and Assistant WASH Officer in the country office .S/S/he Provides bi-weekly report to the Settlement Planning Officer in the country office detailing all project matters including quality, health, and safety, environmental and financial, as well as any issues relating to possible delays, cost overruns, variations, and any other matter

Within an urban context, it is essential that shelter and WASH responses take into consideration urban planning strategies, including an analysis of residential areas, housing affordability and availability. In addition, regardless of the context, shelter and WASH assistance should at all times minimize the risk of harm, eviction, exploitation and abuse, overcrowded living conditions, limited access to services and unhygienic conditions. Special attention must be given to the environment and low carbon approaches, attention to material selection through sustainable means to ensure a green approach to shelter delivery.

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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.

### **2. Duties**

#### **Technical Guidance**

- Assist in carrying out shelter needs assessments while liaising with other relevant sectors such as protection, programme, community services, WASH, administration and supply.
- Work with the relevant stakeholders to ensure that the shelter beneficiary selection process prioritises the needs of the most vulnerable Persons of Concern (PoC).
- Assist the supervisor in developing and updating shelter strategies to reflect evolving situations and ensure alignment with national and global level policies and guidelines including: Global Compact on Refugees, Sustainable Development Goals, Relevant Global Strategies and Policies.

- Provide support in the daily management of all construction and infrastructure projects within the AoR ensuring that works are carried out in compliance to established UNHCR and national standards/best practices for the full project cycle.
- Follow up the design and construction of infrastructure (schools, health centres, reception centres, drainage and roadworks etc) to confirm these are approved by the relevant authorities, technically sound, supplemented with accurate drawings, detailed BQs and specifications and implemented according to plans, completed within designated timelines, budget and ensure that this information is shared with relevant colleagues.
- Work closely with other relevant sectors such as WASH, education and health so that shelter and infrastructure implementation is synchronised and coordinated.
- Assist implementing partners on sound technical shelter and settlement issues while ensuring compliance with national and global standards, national and operational strategies and guidance.
- Coordination
- Provide technical support in the field of shelter, construction and infrastructure development within the AoR to best meet the needs of PoC.
- Assist in coordination and management of UNHCR's shelter and infrastructure interventions in a timely, cost-effective, inter-sectoral manner. Work with the government and relevant authorities and counterparts to ensure strong coordination and partnership.
- Participate, as technical focal point within the AoR for shelter/infrastructure, in coordination meetings with various stakeholders including Government counterparts to ensure UNHCR's interests and those of the PoC are adequately reflected and disseminate information to all stakeholders in a timely, efficient manner.

#### **Collaboration**

- Assist Programme in reviewing technical components of the Project Partnership Agreements that contain any construction and infrastructure projects.
- Actively work with Programme as a member of the Multi-Functional Team in the Operation and regularly participate in multi-sectoral activities to ensure protection and assistance needs of the population are met.
- Provide support in the preparation of bid documents for all construction and infrastructure projects including technical specifications, BoQs, drawings, etc.
- Assist in the technical evaluation of received bids as well as in the review/inspection of the quality of shelter and infrastructure products/works.
- Perform other related duties as required.

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### **3. Minimum Qualifications**

#### **Education & Professional Work Experience**

##### **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*

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##### **Certificates and/or Licenses**

*Civil Engineering;*

*Architecture*

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##### **Relevant Job Experience**

###### ***Essential***

Knowledge of SPHERE standards and the ability to use basic survey equipment, digital cameras, and computer equipment. Experience in developing shelter and settlement need assessments and undertaking gap analysis for development of shelter programs.

### **Desirable**

Knowledge of UNHCR shelter standards, as well as standards related to protection, environment and land use. Knowledge of a range of shelter assistance options, including sensitivity to cultural and gender specific needs to ensure that the social and cultural background of PoC is taken into account while designing and developing shelter options. Knowledge of computer graphics, AutoCAD and mapping software as well as the capacity to use mapping tools (GPS), and digital photographic equipment, and related software (map info etc.).

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### **Functional Skills**

*IT-MS Office Applications*

*IT-AutoCAD (Computer Assisted Design Software)*

*SP-CAD/CAM Computer-Aided Design & Manufacturing*

*MS-Drafting, Documentation, Data Presentation*

*SP-Sphere Handbook*

*SP-Shelter Assessment including survey/implementation/monitoring/evaluation/coordination*

*UN-Knowledge of UN/UNHCR terminology*

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### **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.***

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## **4. Competency Requirements**

### **Core Competencies**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

### **Managerial Competencies**

*Empowering and Building Trust*

### **Cross-Functional Competencies**

*Analytical Thinking*

*Technological Awareness*

*Innovation and Creativity*

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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.

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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.