

FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IRQ/MOTA/2020/021

Title of Post	Senior Field Assistant	Category/grade	General Service, G5
Post Number	10015726	Type of contract	Temporary appointment
Location	Mosul, Iraq	Date of Issue	9 September 2020
Effective date of assignment	As soon as possible	Closing Date	22 September 2020

Organizational Setting and Work Relationships:

The Senior Field Assistant is 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.

The incumbent is expected to support the tracking and mapping of PoC groups which are directly relevant to the Office in question, in coordination with IM colleagues, providing information management products on an ad hoc basis.

Functional Statement:

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/ Essential:

- Years of Experience / Degree Level: 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- Language requirement: Knowledge of English and/or UN working language of the duty station if not English
- Functional skills: IT- Computer Literacy

Desirable Qualifications:

- Certificates and/or Licenses: Business Administration / Law /Political Science or Engineering.
- Relevant Job 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
 - Knowledge of Kobo (or equivalent)
 - Knowledge of Activity Info for reporting and UNHCR ASSIST for PoC registration and enrolment

Competency Requirement:

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:

Internal candidates: Interested staff members should consult the Administration Instructions on Recruitment and Assignment of Locally Recruited Staff (RALS) (UNHCR/AI/2020/1/Rev.1). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is:

- Current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

- Current locally recruited UNHCR staff members holding a temporary appointment.
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).
- National United Nations Volunteers currently working for UNHCR.
- National UNOPS and individual contractors currently working for UNHCR.
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade.
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment

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.¹

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, updated factsheet (for internals), signed Personal History Form (for externals)** [through the provided link https://www.unhcr.org/iraq-jobs](https://www.unhcr.org/iraq-jobs) by the closing date.

Kindly note that only electronic applications submitted through the website will be considered. 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.

Refugees – who cares? We Do