



## Vacancy Notice

26 September 2019

### **EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/053**

Title of Post: Assistant Field Officer  
Post Number: TA  
Duty Station: Nyamata, Rwanda  
Category and Level: NOA  
Duration of assignment: Initially up to December 2019  
Entry on Duty: Immediate  
Closing date of application: **06 October 2019**

#### **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 EXPERIENCE**

- Undergraduate degree (equivalent of a BA/BS) in Law, Political Sciences or related fields plus minimum 1 year of previous work experience relevant to the function.

- Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Excellent knowledge of English or French and very good knowledge of Kinyarwanda and local institutions is essential
- Computer skills.
- Empowering and Building Trust
- Judgement and Decision Making
- Analytical Thinking.
- Planning and Organizing.
- Political Awareness.

#### **DESIRABLE QUALIFICATION & COMPETENCIES**

- Diverse field operational experience.
- Good IT skills including database management skills.
- Proven communication skills, both oral and written.
- Demonstrated knowledge of community communication and engagement approaches.
- Understanding of and demonstrated competencies in forced displacement and protection, particularly SGBV prevention and response, child protection, education, gender equality, and the application of the Age, Gender and Diversity Policy.
- Knowledge of additional UN languages.

#### **SUBMISSIONS OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **06 October 2019**.

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).

#### **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>