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

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**
**INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**
**Vacancy Notice No. 22/2020**

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| **Title of Post** | **Field Assistant** | **Category/grade** | **General Service, G4** |
| **Post Number** | **TBC** | **Type of contract** | **Fixed-Term Appointment (FTA)** |
| **Location** | **Mae Sot, Thailand** | **Date of Issue** | **1 September 2020** |
| **Effective date of assignment** | **1 January 2021** | **Closing Date** | **15 September 2020** |

## 1. Operational Context

The Royal Thai Government is not a signatory to the 1951 Convention and does not have national legislation governing the stay and rights of refugees on its territory. The presence of refugees is regulated under an exception clause in the Immigration Act and refugees from Myanmar are hosted in temporary shelters on the Thai-Myanmar border, administered by the Ministry of Interior. Tak Province, in which Mae Sot is located, hosts approximately 50,000 refugees in three temporary shelters. Protection issues are emblematic of a prolonged stay in enclosed shelters and continue to surface, requiring prevention measures and responses from UNHCR and partners.

The Field Assistant reports to Assistant Durable Solutions Officer and acts as a critical interface between UNHCR, the authorities at the temporary shelters and communities of concern and works under the overall direction of the Assistant Durable Solutions Officer. The incumbent will work directly with communities and help identify, monitor and analyze key protection risks and trends as well as durable solutions. Activities will ensure that persons with specific needs are routinely identified and assisted, including through collaboration with partners. The incumbent's activities will inform protection interventions and advocacy.
Excellent inter-personal skills are required. Experience in working with refugees or persons with specific needs would be an advantage, as well as knowledge of the Karen and Burmese languages.

## 2. Organizational Setting and Work Relationships

The Field Assistant is normally supervised by the Field Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor exercises close control and regular review of the 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.

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.

## 3. Duties

- 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.
- 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.

## 4. Minimum Qualifications

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*1 year relevant experience with High School Diploma; or no experience with Bachelor or equivalent or higher*

**Certificates and/or Licenses (desirable)**

*Business Administration , Law, or Political Science*

***Desirable***
Completion of UNHCR learning programmes or specific training relevant to functions of the position.

**Functional Skills**

**IT-Computer Literacy (Essential)*
*MS-Drafting, Documentation, Data Presentation (Desirable)*
*CL-Multi-stakeholder Communications with Partners (Desirable)*

**Language Requirement**

*For General Service jobs:* ***Fluency in English and Thai****.*

## 5. Competency Requirements

**Core Competencies**
*Accountability*
*Communication*
*Organizational Awareness*
*Teamwork & Collaboration*
*Commitment to Continuous Learning*
*Client & Result Orientation*

**Managerial Competencies**
*Not specified.*

**Cross-Functional Competencies**
*Stakeholder Management*
*Planning and Organizing*
*Technological Awareness*

**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) by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to THABAHR@unhcr.org** by **the closing date.**

The Personal History Form and its supplementary sheet can be downloaded from:
https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

**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***