The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:

**Functional Title & Grade:** Field Associate, GL-6  
**Contractual Status:** Temporary appointment for 3 months with possible extension upon satisfactory performance.  
**Position No:** 10030629  
**Duty Station:** Luhansk, Ukraine

**Date of Issue:** 20/02/2020  
**Deadline for applications:** 05/03/2020

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**OPERATIONAL CONTEXT**

The Field Associate is supervised by the Head of Office and performs a variety of functions related to Field activities planned by the office (assist in implementation of UNHCR programme including delivery of assistance, undertake frequent visits to various sites to assess needs of persons of concern, contribute to preparation of various reports, etc.) and provides support to all safety related aspects of field operations including staff, premises, transport and assets. The supervisor defines general work objectives and provides necessary advice and guidance. The Field Associate may supervise some General Service support staff.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information, to establish understanding of respective needs; to ensure provision of services and resolution of problems and with the external contacts generally with officials of local, national and international institutions, community leaders and persons of concern, local population and/or partner NGOs on subject matters which may be of importance to the Organization.

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:**
- Support the Head of Office in implementing measures to ensure the safety of UNHCR staff, premises and property;
- Monitor the implementation of UNHCR programmes, including the delivery of all assistance;
- Undertake regular visits to various sites in order to assess needs of persons of concern, with particular attention to vulnerable groups; Keep regular contacts with local stakeholders and implementing partners as requested by supervisor;
- Act as interpreter when required;
- Contribute to the preparation of status and progress reports by providing information, preparing tables, etc.;
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions;
- Undertake other relevant duties as required.

**Competency Requirements**

**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

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field;
- Minimum 6 years of previous job experience relevant to the function;
- Computer skills;
- Excellent knowledge of English. Fluency in Ukrainian and Russian.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of learning programmes or specific training relevant to functions of the position;
- Field experience;
- High level of knowledge related to safety in the delivery of humanitarian assistance.

Interested applicants should forward the UN personal history form (P-11) with a Supplementary Sheet (if applicable) in English explaining their interest in the position to the e-mail: vacancy@unhcr.org

by indicating the post title and position number they are applying for in the subject line.

Candidates must be legally present in Ukraine at the time of application, recruitment and hire.

Download UN personal history form (P-11) here
Download Form P11 Supplementary Sheet here

Only short-listed applicants will be contacted, no late applications will be accepted.

Driving test will be administered.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).