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:** Senior Field Assistant, GL-5  
**Contractual Status:** Temporary appointment for 3 months with possible extension upon satisfactory performance.  
**Position №:** 10029560  
**Duty Station:** Luhansk, Ukraine

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

### OPERATIONAL CONTEXT

The Snr Field Assistant is supervised by the Assistant Protection Officer and performs a variety of functions related to Field and Protection activities within the office. Occasionally, other duties as requested by supervisor, will be required. 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 local institutions, community leaders and persons of concern, local population and/or Partners organizations on routine subject matters under the direction of the supervisor. Regular field visits are expected within the region.

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.
- Maintain records related to the assistance provided by UNHCR and report to the supervisor accordingly.
- In coordination with implementing partners, assist in the provision of assistance to persons of concern to UNHCR.
- Undertake other relevant duties as required.

### Authority:
- Liaise with local counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.

### Competency Requirements

**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 5 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.
- Experience in shelter or other projects involving civil works (construction).

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).