

1. Job Type

## 2. Job Information

Title

Functional Group - Level 1  Grade

Functional Group - Level 2  Job Code

Functional Group - Level 3  CCOG Code

Functional Clearance Required

**\*FOR EXPERT POSITIONS ONLY**

Position Number  Location

Supervisor Position Number

Supervisor's Title  Supervisor Grade

## 3. Organizational Setting and Work Relationships

The Associate Shelter Officer contributes to the preparation of comprehensive sectoral needs assessments in liaison with other relevant sectors such as protection, programme, community services, public health, WASH, administration and supply. To ensure the most effective response, both quantitative and qualitative data should be gathered on the profile/needs and living conditions of both the displaced population and host community. The incumbent will oversee the day to-day operations of all construction and general infrastructure projects within the Area of Responsibility (AoR) to ensure that works proceed as designed and comply with established standards and procedures for the full project cycle. In a first instance, the incumbent ensures that UNHCR Field Operation(s) are supported in carrying out shelter and infrastructure needs assessments taking into account the current situation, projected population planning figures and the expected scale of returns.

Close and regular contact is also maintained with technical and non-technical staff of UN Agencies, Implementing Partners, and shelter sector members, national and international NGOs and Government Authorities. The incumbent will also participate in discussions relating to shelter and infrastructure coordination and provision. The Associate Shelter Officer normally reports to a more senior shelter colleague or Technical Coordinator and maintains a strong collaboration with the Shelter and Settlements Section in HQ.

The incumbent contributes to ensuring that shelter & infrastructure responses within the AoR evolve according to the changing nature of the situation, progressively working towards more durable solutions and drawing from sustainable local building practices and materials.

Specialized functions to be dealt with by the incumbent include shelter and general infrastructure planning, design and construction monitoring including remote monitoring, therefore the person should have a strong academic qualification in civil engineering, architecture or a related discipline.

Within an urban context, it is essential that shelter responses take into consideration urban planning strategies, including an analysis of residential areas, housing affordability and availability. In addition, regardless of the context, shelter assistance should at all times minimize the risk of harm, eviction, exploitation and abuse, overcrowded living conditions, limited access to services and unhygienic conditions. Special attention must be given to the environment and low carbon approaches, attention to material selection through sustainable means to ensure a green approach to shelter delivery.

---

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.

## 4. Duties

### Technical Guidance

- Develop and periodically update a suitable shelter approach within the AoR, taking into consideration area-based multi-sectoral approaches, age and gender, culture, climate, environmental protection and the availability of local resources, including materials, capacities and existing infrastructure.
- Carry out comprehensive sectoral needs assessments while liaising with other relevant sectors such as protection, programme, community services, WASH, administration and supply. Engage with the relevant stakeholders to ensure that the beneficiary selection process prioritises the shelter needs of the most vulnerable Persons of Concern (POC) are addressed.
- Provide support in developing shelter strategies and periodically review them to reflect evolving situations and ensure alignment with national and global level policies and guidelines including: Global Compact on Refugees, Sustainable Development Goals, Relevant Global Strategies and Policies.
- Provide support in developing shelter responses that are developed in line with the Master Planning Principles and designed to adapt to an area-based approach in implementation.
- Review, identify and monitor shelter programmes within the AoR and initiate responses to address the gaps in collaboration and coordination with key UNHCR technical staff, operational partners and authorities as required.
- When planning shelter solutions, work closely with other relevant sectors such as water and sanitation, infrastructure for reception, education and health so that implementation is synchronised and coordinated.
- Oversee all construction and infrastructure projects within the AoR ensuring that works are carried out in compliance with established UNHCR and national standards/best practices for the full project cycle.
- Work with established clear guidance and detailed standards for coordinated shelter assessments, specific to the operational context in line with emergency standards and long-term durable shelter solutions.
- Monitor and follow up the design and construction of infrastructure and other facilities (schools, health centres, reception centres, drainage and roadworks etc) to confirm these are approved by the relevant authorities, technically sound, supplemented with accurate drawings, detailed BQs and specifications.
- Provide technical information on the SIP (settlement information portal), ensure shelter dashboards are populated with relevant data and prepare mission reports and debrief.
- Advise UNHCR's implementing partners on sound technical shelter and settlement issues while ensuring compliance with global, national and operational strategies and guidance.
- Work with appropriate internationally accepted shelter standards, best practice and guidelines and disseminate this information among partners within the AoR to meet quality and oversight expectations

### Coordination

- Support the supervisor in ensuring that UNHCR's operation is technically sound in the field of shelter, construction and infrastructure development within the AoR to best meet the needs of POC.
- Coordinate UNHCR's shelter and infrastructure interventions in a timely, cost-effective, inter-sectoral manner providing adequate delivery of technical interventions and services to support operational needs. Work with the government and relevant authorities and counterparts to ensure strong coordination and partnership within the AOR.
- Where activated, provide support to a close and operational leading role in the Shelter Cluster so that UNHCR's operational footprint is aligned with the agency goals. In refugee operations, take on the role of the coordination of shelter and settlement activities in line with the Refugee Coordination Model within the AoR.
- Participate, as technical focal point for shelter/infrastructure, in coordination meetings with various stakeholders including Government counterparts to ensure UNHCR's interests and those of the POCs are adequately reflected and disseminate information to all stakeholders in a timely, efficient manner.
- Coordinate with partners to assess, analyse and map available information on shelter options in the AoR considering relevant policies, guidelines and plans adopted by the Government.

### Collaboration

- Provide support to Programme in reviewing technical components of the Project Partnership Agreements that contain any construction and infrastructure projects. Provide technical inputs and support Programme colleagues during Implementing Partner Selection of shelter sector partners.
- Actively work with Programme as a member of the Multi-Functional Team in the Operation and regularly participate in multi-sectoral activities to ensure protection and assistance needs of the population are met.
- Work with the Supply team to advise on matters related to the procurement of construction, infrastructure and other sector related works and services, including the development of technical specifications, BoQs, drawings, etc. for bid documents.
- Carry out technical evaluation of the received bids as well as review/inspection of the quality of shelter and infrastructure products/works during implementation and at completion.

- Work in close collaboration with all relevant stakeholders including local authorities, implementing and operational partners and affected communities on issues related to the shelter and settlement programme, while ensuring full participation of them in all work in order to achieve optimum levels of adequacy in the shelter response, for enhancement of skills development and income generating opportunities.
- Perform other related duties as required.

## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

#### Field(s) of Education

Architecture;  
Construction Management;

Civil Engineering;  
or other relevant field.

Structural Engineering;

(Field(s) of Education marked with an asterisk\* are essential)

#### Certificates and/or Licenses

Shelter Coordination Training

(Certificates and Licenses marked with an asterisk\* are essential)

#### Relevant Job Experience

##### **Essential**

Prior experience of implementing shelter and infrastructure projects in humanitarian context and large scale emergencies coordinating with operational partners governmental technical departments. Prior experience in designing and implementing a shelter strategy, including host family situations, collective shelter and camp settings, in emergency while considering the transition to more sustainable solutions. Project formulation, planning, supervision and management skills. Knowledge of AutoCAD and other tools forming a part of the UNHCR settlement planning toolkit. Previous involvement in implementation processes (including development of bill of quantities, analysis of local capacity and local markets, cost estimations, etc.). Experience of construction management (including site supervision, monitoring, quality control, evaluation etc.) including application of participatory approaches to facilitate active participation of communities into the project cycle and into the construction process. Experience in developing shelter and settlement need assessments and undertaking gap analysis for development of shelter programmes. Experience in building on existing local capacity and transfer knowledge as appropriate.

##### **Desirable**

Knowledge of UNHCR shelter standards, as well as standards related to protection, WASH, environment and land use. Knowledge of a range of shelter assistance options, humanitarian infrastructure, including sensitivity to cultural and gender specific needs to ensure that the social and cultural background of the refugees is taken into account while designing, developing and implementing shelter options. Familiarity with and considerable Field exposure to UNHCR programme planning and implementation and on humanitarian operations. Ability making the linkages to rehabilitation and development programmes will be an added advantage.

#### Functional Skills

\*SP-AutoCAD software

IT-Computer Literacy

MS-Drafting, Documentation, Data Presentation

SP-CAD/CAM Computer-Aided Design & Manufacturing

SP-Sphere Handbook

MG-Crisis/Emergency Relief Management

SP-Shelter Assessment including survey/implementation/monitoring/evaluation/coordination

UN-UNHCR Operations, mandate, principles and policies

## **Language Requirements**

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***  
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***  
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

---

## **6. Competency Requirements**

### **Core Competencies**

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

### **Managerial Competencies**

*Empowering and Building Trust*  
*Judgement and Decision Making*

### **Cross-Functional Competencies**

*Analytical Thinking*  
*Technological Awareness*  
*Political Awareness*

---

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

---

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.