



UNHCR

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

Vacancy Notice **Internal/External**

Position title: Assistant Field Officer

Position Grade: NOA

Vacancy Number: VN-19-18

Duty Station: Tehran

Type of Contract: Fixed-term Appointment

Interested applicants should directly send their Personal History Forms to email address: irntevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <http://unhcr.org.ir/fa/job>

Closing date: 07 December 2019

Please make sure you will mention the Vacancy Number (VN-19-18) in the subject line of your email.

Short-listed candidates may be invited for Functional Assessment and/or Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Position Requirements:

1- 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.

2- 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.

3- REQUIRED COMPETENCIES

- *Analytical thinking*

Displays analytical thinking by identifying, defining and analyzing information, situations and problems. Arrives at viable solutions through a variety of approaches: critical thought, methodical review of implications, intuition and rational conclusions.

- *Political Awareness*

Identifies and understands relationships, constraints and pressures affecting others as well as their motivations and objectives; in light of UNHCR's mandate to serve refugees and other persons of concern.

- *Stakeholder management*

The ability to see the fulfillment of UNHCR's mission as part of a United Nations system by building networks of mutual trust with stakeholders in order to maximise results for people of concern.

- *Judgement and Decision Making*

Shows an ability for taking sound and balanced decisions: demonstrates the systematic gathering of information as well as thorough and objective judgement. Brings clarity, direction and good judgement to ambiguous, complex or difficult situations.

- *Managing Performance*

Promotes a culture of regular and systematic performance management; Keeps staff on track of appraisal timeline; encourages two-way feedback throughout.

4- ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- 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.
- Knowledge of English and UN working language of the duty station if not English.

**** For National Officer positions, very good knowledge of local language and local institutions is essential.*

5- DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Field experience.
- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.
- Knowledge of additional UN languages.