

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNOPS VACANCY NOTICE

Title of Position: Project Associate
Position Number: UNOPS- Individual Contractor Agreement
Category & Level: Local UNOPS, LICA-6
Location: Ankara
Effective date: As soon as possible
Duration: Initially until 31 December 2018 (Renewable subject to funding)
Closing Date: **10 October 2018**

PREAMBLE

The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 56 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions.

As regard Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR's work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing.

UNHCR in Turkey also conducts refugee status determination under the Mandate of the High Commissioner for all non-Europeans (with the exception of Syrians), intervenes to strengthen the protection environment and access to social support mechanisms, and endeavors to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries.

UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep, Istanbul, as well as field units in Sanliurfa, Hatay and Van.

To find our more information about UNHCR, please visit our [website](#).

ORGANIZATIONAL CONTEXT

The incumbent will be working with the Policy Development Unit in support role for implementation of projects with different stakeholders. The incumbent will receive guidance from more senior staff in the Unit. He/she may receive indirect guidance from other sections and units relevant to the country programme(s), UNHCR Manual, Operations Plans, UN and UNHCR financial/budgetary rules and regulations which will guide the work of the Project Associate. S/he is expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor Project activities and implement administrative requirements under the Project.

FUNCTIONAL STATEMENT

Responsibilities

- Undertake proper collection, monitoring and use of indicators and expected results of the Project and share regular information with the Reporting Associate in order to ensure effective implementation of the project;
- Support PDU in design and delivery of training activities, meetings and seminars;
- Conduct researches on various topics for collection of information to be utilised for preparation of guidance documents and training materials;
- Prepare needs assessments to identify training needs in order to share with the project team;
- Undertake field missions in preparation and implementation of the Project activities;
- Assist PDU in preparation of inception reports, donor briefings, steering committee meetings;
- Prepare and distribute minutes of the meetings; and reports of the Project activities;
- Perform other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

Education

- Completion of Secondary education and post-secondary training/ certificate in Business Administration, Political Sciences, Law or related field

Job experience

- Minimum 3-6 years of previous job experience relevant to the function
- Computer skills (in MS office)
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Excellent knowledge of Turkish and fluency in English.
- Knowledge of other UN languages is an asset.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge of other UN languages is an asset.
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities is an asset.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter and CV by e-mail with "*Your LAST name – Project Associate – Ankara (LICA 6 - UNOPS)*" in the subject line to: TURANREC@unhcr.org by **10 October 2018**.

Shortlisted candidates may be required to sit for a written test. Only short-listed candidates will be notified. No late applications will be accepted.

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

REMUNERATION

A competitive compensation and benefits package is offered. International UNOPS net monthly salaries are between TRY 6,490.97 and TRY 8,154.42 depending on experience. Please visit [UNOPS portal](#) to find out more about the organization and remuneration package.