

The Operation 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: Fixed term appointment for 1 year with possible extension upon satisfactory performance
Position № 10030628
Duty Station: Donetsk, Ukraine

Date of Issue: 11/02/2019

Deadline for applications: 24/02/2019

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The Field Associate is normally supervised by the Field Officer or Head of Office and performs a variety of functions related to Field activities within the office. 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 national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization. The Field Associate acts as the field safety focal point within the area of responsibility (AoR).

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.

Responsibilities

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Monitor the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- 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 authorities and implementing partners as requested by supervisor.
- Act as interpreter when required.
- Contribute to the preparation of status and progress reports by providing info, preparing tables, etc.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Inform and act on the reports received on persons of concern within the refugee community or from the local authorities.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Undertake other relevant duties as required.

Authority

- Negotiate with local authority counterparts, partners and populations of concern.
- Represent UNHCR in physical monitoring of projects.

REQUIRED 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.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Excellent knowledge of the local environment and local institutions.
- Work experience and interest in staff safety.

LANGUAGE:

- Fluency in English, Ukrainian and Russian.

Interested applicants should forward the UN personal history form (P-11) with a covering letter 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.

UN personal history form (P-11) may be loaded at

http://unhcr.org.ua/attachments/PHF/UNHCR_Personal_History_Form_October%202017.docm

http://unhcr.org.ua/attachments/PHF/UNHCR_PHF_Supplementary_October%202017.docm

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

Written test may be administered.

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