

Internal/External Vacancy Notice
JORAM/HR/2016/Vac/018

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Jordan invites qualified candidates to apply for the following vacancy:

Title: Senior Field Assistant, G5
Type of Contract: Fixed-Term Appointment
Position number: 10020478
Duty Station: Amman, Jordan

Issue Date: 17 February 2016
Closure Date: 27 February 2016

Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities under the direct supervision of Senior Officer:
Accountability (*key results that will be achieved*)

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.
- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).

Responsibility (*process and functions undertaken to achieve results*)

- 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.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Undertake other relevant duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

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

Required Competencies:

Managerial Competencies

Empowering and Building Trust

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Stakeholder Management

Essential qualifications, knowledge and experience:

- 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.
- Knowledge of database and list management.
- Experience in coordination with partners.
- Computer skills.
- Excellent knowledge of English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

Desirable qualifications and competencies:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Interested applicants should apply through the following [link \(http://www.unhcr.jo\)](http://www.unhcr.jo), attaching the UN history form (P-11) in pdf format with a covering letter in English explaining their interest in the position. Kindly note that only electronic applications submitted through the website will be considered.

Only short-listed applicants will be contacted