



# UNHCR

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

**Internal/External Vacancy Announcement No. 05/2018  
RE-ADVERTISEMENT**

<b>Position Title:</b> Field Safety Associate	<b>Position Level:</b> GL-6	<b>Date Issued:</b> 10 March 2018
<b>Position No.</b> 10026167	<b>Report To:</b> Head of Field Office	<b>Closing Date:</b> 23 March 2018
<b>Duty Station:</b> Cotabato		<b>Contractual Status:</b> Fixed-Term Appointment

**Application invited from Filipino nationals only.**

**Duties and Responsibilities:**

The incumbent will be based in Cotabato City and, under the supervision of the Head of Office, will:

1. Provide advice on all security related matters pertinent to the UNHCR Operation inclusive of staff safety, safety of persons of concern to UNHCR, and safety of UNHCR premises and facilities.
2. Liaise and maintain relations and cooperation with local law enforcement agencies, civil authorities and other relevant stakeholders as required.
3. Undertake assessment missions under the direction of the supervisor and also as operationally required in conjunction with UNHCR team activities and priorities or with other UN security advisors.
4. Prepare timely reports inclusive of analysis and recommendations, assessments, advisories, and feedback to Head of Office and staff on all situational security matters.
5. Provide staff and implementing partners with security advice, briefings, and training as appropriate to the operation.
6. Be an active member of the UN Security Cell and related co-ordination bodies.
7. Any other responsibilities/ functions deemed necessary or as delegated by the supervisor.

**Qualification Requirements:**

**Education and Skills:**

- Completion of secondary school. Undergraduate degree in a related field or post-secondary training in a recognised police or military academy
- Exposure to the provision of security/policing services in civil society are desirable.
- An ability for analytical, reflective, and critical thinking with a view to ensure proper support to the office in line with strategic operational imperatives.
- Excellent drafting and reporting skills are required. Strong communication skills, strong interpersonal and negotiation skills and the ability to work cohesively within a team structure are necessary.
- Necessary computer skills are additionally required (MS Word, Excel, Powerpoint).

**Experience:**

- Minimum of 8-10 years of unblemished experience in progressively responsible functions in a National Law Enforcement Agency and/or National Security Force is desirable. Alternatively similarly styled experience in a related field (e.g. legal, research analyst....) will be considered.
- Up to date knowledge of the operational area inclusive of religious-cultural values and traditions of the persons of concern to UNHCR is an asset.
- A proven ability to deal with multiple tasks in a courteous and service oriented manner in demanding working conditions that often have short deadlines is also required.
- Experience in the organising, development and conducting of training and briefings is further required.
- Awareness, and possibly even work experience of the situation in Mindanao, especially in central, western and eastern Mindanao.

**Languages:** Excellent knowledge in English and Tagalog is required. Knowledge of other Philippine dialect is desirable.

**Desirable:**

- Knowledge of UNHCR and its mandate.
- Exposure to UN through work experience either with NGO's or in the course of current employment.
- First Aid and Trauma Training.

**Internal/External Vacancy Announcement No. 06/2018**

<b>Position Title:</b> Finance Associate	<b>Date Issued:</b> 10 March 2018
<b>Position Level:</b> G-6	<b>Closing Date:</b> 23 March 2018
<b>Report To:</b> Head of Field Office	<b>Duty Station:</b> Cotabato City
<b>Contractual Status:</b> Fixed Term Appointment	

**ORGANIZATIONAL CONTEXT.** *Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Finance Associate will be supervised by the Head of Field Office who defines general work objectives and provides necessary advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues.

The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information. The incumbent may supervise some support staff.

**FUNCTIONAL STATEMENT.** *Describe the accountabilities, responsibilities and authorities associated with the position.*

**Accountability** *(key results that will be achieved)*

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- A smooth operational work is ensured through timely payments, cash replenishment and monitoring of expenditure and budget balance.
- Financial reports are provided as per financial guidelines and when required.

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

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
- Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
- Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Prepare detailed cost estimates and participate in budget analysis and projections as required.
- Perform other related duties as required.

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

- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.

**REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
<input checked="" type="checkbox"/> M006	Managing Resources

  

<u>Code</u>	<u>Cross-Functional Competencies</u>
<input checked="" type="checkbox"/> X001	Analytical Thinking
<input checked="" type="checkbox"/> X003	Technological Awareness
<input checked="" type="checkbox"/> X005	Planning and Organizing

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.** Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 6 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).
- Fluency in English and working knowledge of another relevant UN language or local language.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Knowledge and work experience of MSRP Finance applications.
- Good knowledge of UN/UNHCR Financial rules and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge of another relevant UN language.

**HOW TO APPLY:**

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: “Application: VN NO.\_\_\_\_- Position Title - Cotabato” to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org)

Only applicants meeting minimum requirements will be short-listed for written test & interview.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from:

**P-11:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm)

**SUPPLEMENTARY FORM:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_PHF\\_Supplementary\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)