



Vacancy Notice

05 June 2018

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 18/HCR/KGL/VN/016

Title of Post: Senior Shelter Assistant
Post Number: 10026644
Category and Level: GL5
Location: Kirehe, Rwanda
Duration of appointment: Initially for a period of one year
Closing date of application: **19 June 2018**

ORGANIZATIONAL CONTEXT

Under the direct supervision of the Associate Physical Site Planner, the incumbent will be based in Kirehe and will be required to travel to refugee camps, reception centers and urban areas. The Senior Shelter Assistant will support further development and continuity of the shelter activities and other infrastructures project activities at a country level.

Finally, the incumbent with the help of Associate Physical Site Planner will be responsible for ensuring that UNHCR standards are maintained in shelter construction, monitor the work of construction companies, take care of the maintenance of the structures already built and monitor the numerous constructions undertaken in the camps.

FUNCTIONAL STATEMENT

Accountability:

- UNHCR Office has sufficient service support in the field of shelter thus better able to address technical issues related to shelter projects and meet the needs of persons of concern.

Responsibility:

- Assist the UNHCR Associate Physical Site Planner to implement clear guidance and standards for shelter, including minimum emergency standards to meet basic and essential needs.
- Assist in carrying out technical assessments of the unused or unfinished private and public buildings (i.e. private accommodation /houses/apartments) in priority locations that have been identified by the municipalities and /or the Shelter partners.
- Assist the UNHCR Associate Physical Site Planner but also implementing partners when necessary on site improvements.
- Assist to monitor the implementation of projects under the area of responsibility.
- Assist in verifying any BoQ, execution plan, including defining the scope of works, technical drawings and specifications for internal analysis.
- Support supply in the market analysis of locally available construction materials and skills, promoting the use of local capacity as appropriate.
- Regularly report on work progress of various activities and preparation of SitRep (weekly and monthly).
- Perform other related duties as required.

Authority

- Liaise with IPs and local authorities on behalf of UNHCR.
- Participate in monitoring of the implementation of shelter activities.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Completion of secondary education with post-secondary certificate/training courses in shelter related fields.
- Minimum 4 years of relevant working experience, including collaboration with different international organizations (e.g. UN agencies, Red Cross Movement, INGOs, IOs or Donors).
- Excellent knowledge of English and good knowledge of French.
- Managing Resources
- Analytical thinking.
- Technological Awareness.
- Planning and Organizing.

DESIRABLE QUALIFICATION & COMPETENCIES

- Knowledge of UNHCR standards and criteria for site selection, as well as issues related to shelter, protection, WASH, environment, land property issues etc. will be an asset.
- Good knowledge about construction of buildings. Any specific additional knowledge about electricity work, water and sanitation system will be an asset.
- Good knowledge of site surveying and experience in undertaking related topography assessments/ feasibility studies for site identification and environmental impact studies whilst using surveying tools (including GPS equipment, GIS software).
- Capacity to work with multi sectorial teams to ensure that relevant issues related to the site/settlements planning are taken into consideration such as the development/maintenance of various infrastructures required.
- Willingness and ability to work in hardship environments.
- Computer literacy in MS Office and other relevant software to produce digital maps, site plans, layout and technical drawings.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **19 June 2018**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR 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. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>