

TERMS OF REFERENCE

FIELD OFFICER

UNOPS Contract - IICA2 equivalent to P3 level

Organizational Unit: UNHCR Representation in Tajikistan

Duty station: Dushanbe

Type of Contract: UNOPS Contract - IICA2 equivalent to P3 level

Duration of contract: 6 months

Expected start date: ASAP

Organizational Context

Tajikistan's operational environment is characterized by complex factors ranging from instability in neighbouring Afghanistan, prevailing security concerns, some gaps in the national asylum and nationality legislation and challenging economic situation in the country. In line with its Protection and Solutions Strategy for 2016-2018, the UNHCR Tajikistan Operation focuses on three strategic objectives: a) Strengthening national asylum system and emergency preparedness; b) Achieving solutions for refugees, with an emphasis on local integration; and c) Reducing and preventing statelessness.

Currently, Tajikistan hosts some 2,500 refugees and asylum seekers, the largest refugee population in Central Asia almost all originating from Afghanistan. The Operation puts an emphasis on enhancement of self-reliance of refugees with improved access to livelihoods opportunities and primary health care services and education. From 2014 up to date, over 29,778 persons with undetermined nationality have been identified through a joint pilot exercise, and within the ongoing projects some 21,847 of the registered undocumented persons have already been assisted with confirmation of their citizenship.

Purpose and Scope of Assignment

The Field Officer will be directly supervised by the UNHCR Country Representative in Tajikistan with a close interaction with the UNHCR Protection Officer as well as the Country and Regional protection and programme units in Almaty (Kazakhstan) and the other staff members.

UNHCR Manual, programme and protection objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the incumbent.

The incumbent shall have daily contacts with staff in the Country and Regional offices and with the functional staff at the Tajikistan Country Office. She/he will also have close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies.

Duties and Responsibilities

- Develop overall strategy/workplan on the Office's Emergency preparedness
- Update the Office's Inter-Agency Refugee Emergency Contingency plan, and follow up on recommendations/outcomes of the field refugee emergency simulation exercise (SIMEX) held in Tajikistan during April 2018
- Carry out inter-agency coordination and provide technical support to the government partners in relation to emergency preparedness and response
- Keep regular contact with UNHCR colleagues in Afghanistan and analyse cross border developments with a view of keeping partners apprised of the situation and developing an early warning system to trigger related actions on the ground
- Ensure that Protection inputs are fully incorporated in the Inter-Agency Refugee Contingency Plan
- Ensure effective liaison with UN agencies and civil society organisations in order to mainstream protection into natural disaster response strategies
- Functional guidance and support of the staff members responsible for emergency preparedness issues
- Complete High Alert List for Emergency Preparedness (HALEP) diagnostic tool/survey (as/when required)
- Update MPA/APA checklists under the PPRE (as/when required)
- Ensure that refugee emergency preparedness inputs are provided and incorporated in discussions with partners and in the project documents
- Ensure inter-agency coordination and collaboration and provision of technical support to the Government by mapping out of capacities/available resource/assessing potential preparedness gaps
- In collaboration with the Admin/Programme/Protection staff at UNHCR Tajikistan, ensure appropriate and timely use of the Protection direct implementation budget related to emergency preparedness
- Contribute with inputs related to Emergency Preparedness and Response to the drafting of Country Operations Plan, Mid-Year Report and Year-End Report, as well as other relevant documents as required
- Ensure that capacity building activities are strategically planned in an overall support framework to the national refugee emergency preparedness system, and considering the impact of previous and ongoing capacity building activities conducted by different actors
- Assess the needs, and based on assessed needs, design, organise and facilitate capacity-building events for government officials, NGOs, partners and other relevant audiences, while aiming at eliminating duplication of activities through coordination with other stakeholders
- Assist assessing training needs and support participation in training events
- Provide inputs at appropriate forums aiming of maximising the impact of training activities conducted for government refugee emergency authorities
- Perform any other related duty as required by the UNHCR Representation office in Tajikistan

Monitoring and Progress Controls

- The Field Officer will be required to convey regular meetings with all stakeholders (Tajikistan Line Ministries, UN Agencies, NGOs and etc) dealing with emergency preparedness/response and contingency planning in Tajikistan
- She/he will be required to update the Inter-agency contingency planing for Tajikistan
- She/he will be required to follow up on all recommendations resulted from the last Simulation Exercise held in Tajikistan in April 2018
- She/he will be required to constantly liaise with the Committee of Emergency Situations and
Civil Defense under the Government of the Republic of Tajikistan
- She/he will be required to jointly assess with the Government authorities some areas previously identified by the Governmen of Tajikistan to set up a possible refugee camp
- She/he will be required to create an updated list of communcal bulding not in use in key areas that may be possibly used as temporary shelter in case of new refugees arrival
- She/he will be required to conduct field missions in remote areas and prepare related mission reports
- She/he will be required to draft a final report (at the end of the assignment)
- She/he will be required to create a Performance Appraisal Report as per UNOPS procedures
- The Performance Appraisal Report must be signed by the direct UNHCR supervisor

Essential Requirements and Professional Experience

- Undergraduate degree (equivalent of a BA/BS) in Law, Political/Social Sciences or related fields plus minimum 6 years of previous work experience relevant to the function
- Graduate degree (equivalent of a Master's) plus 5 years of previous work experience relevant to the function
- Doctorate degree (equivalent of a PhD) plus 4 years of previous relevant work experience may also be accepted
- Fluency in English language is required and in Russian language is highly required
- Computer skills, key/most known programs
- Knowledge of and/or preparedness to become familiar with and abide by UNHCR's principles, code of conduct, PSEA principles and humanitarian goals
- Awareness of gender issues
- Awareness of the importance of preventing fraud
- Respect for diversity. Ability to work in a multicultural environment. Adherence to the principles of transparency, confidentiality and fair treatment of refugees
- Strong interpersonal skills and ability to work effectively in teams
- Ability to work in stressful situations

Desirable Requirements and Experience:

- International/field experience – particularly with NGOs and/or UN agencies working with refugees
- Field experience and professional exposure to operational settings
- Field experience in Asia
- Knowledge of the international legal framework governing refugees, asylum seekers and statelessness population

- Knowledge of UNHCR guidelines on refugee status determination/resettlement
Knowledge of rights and community-based approach to identify and respond to specific needs
- Awareness of ways to mitigate risks
- Ability to conduct assessments and identify protection risks of individuals and groups
- Farsi language knowledge

Managerial Competencies

- Managing Performance
- Judgement and Decision Making
- Strategic Planning and Vision
- Managing Resources

Cross-functional Competencies

- Analytical Thinking
- Political Awareness
- Stakeholder Management
- Negotiation and Conflict Resolution
- Planning and Organizing

Living Conditions

Dushanbe is currently assessed to be a C category duty station according to the United Nations classification. The access to accommodation, supply and transport facilities is of relatively good level. Apartments and flats are available and generally in good condition with working services for water, gas and electricity. Expatriate community is small but a number of opportunities for social interaction and outings are available. For colleagues with children, international schools are present in Dushanbe.

How to apply

- Candidates who wish to be considered for this position should send their motivation letter and Curriculum Vitae + Personal History Form to the following email address: administ@unhcr.org indicating “**Field Officer UNOPS, Dushanbe – Tajikistan**” in the subject of the email
- UNHCR Personal History Form are available at www.unhcr.org/recruit/p11new.doc
- This vacancy is an international vacancy, as such Tajik nationals are not entitled to apply
- Please quote Reference: IICA2/TJK/UNOPS/18/001
- **Only applications received by 24 June 2018 will be considered** and late submissions will not be accepted
- Only short listed candidates will be invited to participate to the selection process.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.