

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**
Vacancy Notice No. BRABR/2019/079

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|----------------------|--------------------------------|-------------------------|-------------------------------|
| Title of Post | Assistant Field Officer | Position Number | 10032680 |
| Category | National Officer | Grade | NOA |
| Location | Manaus, Brazil | Type of contract | Fixed-term appointment |
| Date of Issue | 14 October 2019 | Closing Date | 28 October 2019 |

Operational context

As the influx of Venezuelans continues unabated and the humanitarian needs increase, UNHCR Brazil continues working with the government in the emergency response as well as the identification and promotion of durable solutions for People of Concern. Recently, the Federal Government decided to expand the Emergency Response (Operação Acolhida) and to include the city of Manaus. Brazil's decision to implement a voluntary relocation initiative to move Venezuelans to other states to improve their integration prospects and relieve pressure from the border communities means that UNHCR-Brazil will continue to work closely with the Brazilian authorities on this initiative. The Assistant Field Officer post has been created to respond to the new and expanding demands, and to strengthen the Field Unit structure of the Field Unit.

Organizational context, description of functions and position requirements:

The organizational context, qualifications and experience required for the post are described on the attached Standard Job Description.

Eligibility:

Candidates must be primarily Brazilian citizens.

Currently serving UNHCR General Service staff, regardless of grade or length of service, with a relevant degree and meeting UNHCR standards for recruitment to the National Professional Officer category can apply, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

Remuneration:

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

Submission of Applications:

If you wish to be considered for this vacancy, please submit your Personal History Form and its supplementary pages (if applicable) **by e-mail, clearly stating on the subject line: (a) the a/m Vacancy Number, (b) Position Title, and (c) your Last Name, to brabrhr@unhcr.org by the above-mentioned closing date.**

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will be required to sit for a written test and oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQJEU)

Date of Classification⁽¹⁾: May 2013

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Assistant Field Officer**

Position Grade: **P1/NOA**

Position Location:

Functional Group⁽¹⁾: 3.2.a

Supervisor Position No., Title & Grade:

CCOG Code⁽¹⁾: 1.A.11

Job Code⁽¹⁾: 000104/N00104

(1) To be completed by ODJEU

PART 2B – POSITION REQUIREMENTS

2.1 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 Assistant Field Officer is normally supervised by the Snr Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive indirect guidance from other sections and units relevant to the country/regional programme(s). 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 does not normally have any direct supervisory role. S/he has daily contacts with staff in the various field offices and with the functional units at the Country/Regional Office. S/he also has close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies to discuss matters of common interest.

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

Accountability (key results that will be achieved)

- 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.

Responsibility (process and functions undertaken to achieve results)

- Assess the needs of persons of concern in the AoR and formulate project submissions in collaboration with district authorities and implementing partners.
- Promote and monitor the implementation of assistance projects.
- Report regularly on rate of flow of new arrivals and estimate expected influx based on interviews with persons of concern.
- In co-ordination with implementing partners, assist with the reception, registration and provision of assistance to persons of concern to UNHCR.
- Keep track of cases of detention; register applicants for voluntary repatriation and family reunion.
- Assist in the preparation of monthly sectoral reports and submit material for preparation of periodic project monitoring reports and year-end reports.
- Undertake other relevant duties as required.

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

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.

2.3 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> |
|---|--------------------------------|
| 1. <input type="checkbox"/> M001 | Empowering and Building Trust |
| 2. <input type="checkbox"/> M002 | Managing Performance |
| 3. <input checked="" type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input type="checkbox"/> M006 | Managing Resources |

| <u>Code</u> | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking |
| 2. <input type="checkbox"/> X002 | Innovation and Creativity |
| 3. <input type="checkbox"/> X003 | Technological Awareness |
| 4. <input type="checkbox"/> X004 | Negotiation and Conflict Resolution |
| 5. <input type="checkbox"/> X005 | Planning and Organizing |
| 6. <input type="checkbox"/> X006 | Policy Development and Research |
| 7. <input checked="" type="checkbox"/> X007 | Political Awareness |
| 8. <input checked="" type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 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.

- Undergraduate degree (equivalent of a BA/BS) in Law, Political Sciences or related fields plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Knowledge of English and UN working language of the duty station if not English.

***For National Officer positions, very good knowledge of local language and local institutions is essential.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Field experience.
- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.
- Knowledge of additional UN languages.

This is a Standard Job Description for all UNHCR Assistant Field Officer positions. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.