



United Nations High Commissioner for Refugees (UNHCR)  
Philippines

**TERMS OF REFERENCE**

<b>Position Title:</b> Sr. Field Assistant	<b>Vacancy Notice Number:</b> 21/2019	<b>Date Issued:</b> 27 December 2019
<b>Contractual Status:</b> UNOPS - LICA	<b>Report To:</b> Asst. Protection Officer	<b>Closing Date:</b> 15 <sup>th</sup> January 2020
<b>Contract Duration</b> Ending 31 December 2020	<b>Internal / External Vacancy</b>	<b>Duty Station:</b> Cotabato

The Sr. Field Assistant is supervised by Assistant Protection Officer and performs a variety of functions related to Field Protection activities in Mindanao. The supervisor defines general work objectives and provides necessary advice and guidance.

**Accountability**

- 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 analyzed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

**Application invited for Filipino nationals only.**

**Duties and Responsibilities:**

1. Under the supervision of the UNHCR Assistant protection officer, assists to perform activities in the field relating to the prevention and response to situations of internal displacement due to conflict, family feuds and natural disasters.
2. Support the implementation, reporting and evaluation of UNHCR's protection strategy and the delivery of its operational components.
3. Ensure that protection activities are delivered at the field level, in accordance with the Office's protection strategy, while ensuring application of protection standards, operational procedures and practices.
4. Plan and undertakes quality, timely and effective responses to the needs of populations of concern and to facilitate the delivery of the Agency's protection strategy and programmes.
5. Assists to monitor and keeps regular contacts with communities of concern, authorities, partners and other stakeholders to maintain a flow of protection information and analysis, that have an impact on the protection programmes delivered to communities of concern to UNHCR.
6. Help ensure proper disbursements against agreed goals and activities are undertaken in relation to protection operations.
7. Provide advice and guidance on protection issues to internal and local external interlocutors; facilitate access to legal assistance for persons of concern and the issuance of personal documents by local authorities.

8. Support UNHCR's consultative process with local government counterparts, partners and persons of concern identification of protection concerns and to make needs and risk assessments for protection planning and recommended interventions.
9. Maintain daily interfaces with communities of concern, local authorities and protection and assistance partners.
10. Stay alert of political, social, economic and cultural developments which may have an impact on the protection operating environment.
11. Assist to develop, monitor and control Standard Operating Procedures (SOPs) for protection activities.
12. Facilitate effective systematization and management of data to enhance protection monitoring, response and evaluation mechanisms, including making agreed written reports on an agreed regular basis.
13. Assist in developing and implementing UNHCR's communication strategy to generate support from local counterparts.
14. Any other duties as required.

Qualification Requirements:

Education and Skills: Completion of post-secondary education, certificate/training in International Law, Political Science and related field. Good communication, computer and writing skills for reporting in a timely manner;

Job Experience: Minimum 2 years (inclusive) of previous job relevant to the function;

Languages: Fluency in English and local language (Tagalog). Working knowledge of local dialects will be considered an asset.

Ability and willingness (depending on security) to travel to all areas of Cotabato and the Island Provinces of ARMM and other areas of the Philippines if required.

Desirable Skills:

- Good computer skills
- Completed Protection Learning Programme
- Completion of Operations Management Learning Programme
- Knowledge of situation in Mindanao
- Good inter-personal and communication skills.

Detailed information/job description for above position can be found at:  
<https://www.unhcr.org/ph/careers>

Please submit your Curriculum Vitae and P.11, with subject: VN No. 21 – Application for Sr. Field Assistant - Cotabato to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org).

Only applicants meeting minimum requirement will be short-listed for written test and/or interview. Application 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: [http://www.unhcr.org/ph/wpcontent/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/ph/wpcontent/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm)

Supplementary Form at this link:

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