

UNHCR Philippines
Vacancy Notice No. 08/2020
INTERNAL / EXTERNAL

Job type/Job Code No.:	Standard/ N01340	Post level:	NO-B
Post Title:	Head of Field Office	Position Number:	10034357
Report to:	Head of National Office	Contractual Status:	Fixed Term
Duty Station:	Cotabato City	Date Issued:	28 Sept. 2020
		Closing Date:	12 Oct. 2020

1. OPERATIONAL CONTEXT

Purpose of Operational Context:

Under the Policy and Procedures on Assignments (PPA), managers should provide the Operational Context for all positions advertised in the international professional category.

The operational context places the Job Description requirements in the specific operational environment, enabling candidates to make informed decisions on their applications. It also facilitates the matching by DHRM or the Senior Assignments Committee (SAC) of candidates to positions by providing time and location specific elements which complement the Job Description. In preparing the operational context, managers should refer to the Job Description and their current operational priorities.

Profile Statements:

Ideally the candidate should have:

- Has previous experience in serving as Head of Field Office or Unit with ability to lead, build consensus, and motivate a small team.
- Has previous experience on and knowledge of IDP populations/Cluster approach
- Has strong Protection background with experience in developing protection strategy and implementing field protection at the point of delivery
- Has the ability to work constructively with government counterparts, humanitarian/protection partners and other non-state actors relative to the operational environment in the field
- Has the experience in dealing with multiple crises and the ability to mentor/train partners to mainstream the centrality of protection
- Intermediate financial and administrative skills in line with the existing rules and regulations of UNHCR
- Familiarity with UNHCR Programming cycle/Resource allocation and management framework and FOCUS application
- Familiarity with MSRP modules on HR/Payroll and/or Finance/Supply/EPM Budget

Operational Context Statements

Current Situation

The current situation in this operations is as follows:

Forced displacement in Mindanao is recurrent and cyclical due to unresolved armed conflict, clan feuds, crime, and natural disasters that perennially impact over a million people. Many IDPs are repeatedly displaced over the years and many have ended up in situations of protracted displacement due to the shift of focus to new displacement situations.

Between January 2012 to December 2019, 95 municipalities across Mindanao in the southern Philippines have been identified by UNHCR as locations where multiple incidents of displacements due to armed conflict and crime and violence have occurred and 208 municipalities experienced multiple displacements due to natural disasters. The protection cluster reports that over 480,0001 people remain displaced across Mindanao due to natural disasters and conflict emergencies. Among those presently displaced are

¹ UNHCR Philippines Year-end Report, 2019

communities in protracted displacement since 2017. The Marawi conflict displaced about 98% of the city's population, with about 25,000 families still living in transitory sites or are hosted by families and friends. There is a variety of protection concerns including the lack of physical protection for those who are still in evacuation centres; increased vulnerability of women and children to different forms of violence, abuse and exploitation; lack of access to basic and protective services including access to proper water and sanitation facilities, among others. In most cases, the areas hosting IDPs are geographically isolated and/or disadvantaged and the capacity of local government to assist and protect IDPs during times of crisis is limited.

In locations with existing humanitarian crisis, government-provided humanitarian assistance largely targets those in evacuation and transitory sites, making those in home-based settings have difficulty to access assistance and early recovery support. While host communities can absorb shocks and fill in humanitarian gaps during the early stages of displacement, prolonged and frequent hosting of IDPs may also overstretch their own food supply and services, which may result to disagreements, perceived threats and resentment, and strained relationships between IDPs and their host families.

Working & Living Conditions

Some important aspects of working & living conditions are:

Cotabato City is the regional center of the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) but the city is administratively part of the Soccsksargen region, which is composed of the provinces of South Cotabato, (North) Cotabato, Sultan Kudarat, and Sarangani, as well as the highly urbanized city of General Santos. The city currently also serves as the center for economic support activities, trade and finance, education and other support services such as social, physical, cultural and other basic services of Central Mindanao.

Accommodation:

As of the second quarter of 2020, UNDSS approved and recommended 6 hotel establishments in Cotabato City that has met the minimum residential security standards for personnel accommodation, namely: Alnor Hotel, Em Manor, El Manuel, Puerto Azul, Paragon Hotel & Restaurant and Villa Miranda. UNHCR staff house can also be utilized for staff on mission. Currently, there are 12 UN agencies operating in the city specifically; FAO, UNICEF, UNDP, WFP, WHO, IOM, UNFPA, UN Women, UNODC, OCHA, UNDSS, and our field office, UNHCR, which was operational since 2010. In 2016, major malls had been opened, like Alnor, Pure Gold, Superama, and South Seas. In the light of the COVID 19 pandemic, the frequency of the domestic flights from & to Manila were affected. Though Cotabato Airport is open and operational, daily flights are still limited and flights can be canceled anytime due to uncertainty of the situation. Philippine Airlines and Cebu Pacific resume domestic flights servicing the routes Cotabato-Manila vice versa with one flight each daily.

Transport and Telecommunication:

Cotabato City public transport is relatively safe. It has a Security Level System (SLS) 4, thus, UNHCR admin ensures that all official trips are always served with UNHCR vehicle or a MOSS compliant rented vehicle for security reasons. Telecommunication is good, although the internet can be challenging at times. There are two major telecoms, Globe and Smart cellular networks that can be used.

Security Considerations

Security issues which should be considered are:

The security situation in Mindanao is highlighted by the continuing different types and levels of risk associated with abduction, kidnapping, criminality, mass casualty caused by super typhoon and earthquake, terrorism and the threats to staff members being caught in a violent clash between armed groups and local security forces.

The UN has two Security Areas in the Philippines. Luzon and Visayas Security Area has eight different security levels ranging from Level 1 to Level 4. Mindanao Security Area has total 7 Security Level Areas namely: Eastern and Central Mindanao (SLS4), North of Zamboanga Peninsula (SLS3), Sulu Archipelago & South of Zamboanga Peninsula level (SLS5), Zamboanga City proper (SLS 4), Davao City and General Santos City (SLS2).

2. Organizational Setting and Work Relationships

Head of a UNHCR Field Office (HoFO) is a senior managerial position within a given country operation. The incumbent carries the full delegated authority of the UNHCR Representative (or the country Manager or Head of Sub-

² Mindanao Displacement Dashboard, April 2020

Office) of the country, who will exercise entire supervisory managerial responsibility over the position. The position, on the other hand, provides all information on developments in relation to the protection (legal protection issues relating to the persons of concern to UNHCR), security (Physical security in relation to the UNCR staff and the persons of concern to UNHCR) and operational matters (programme and office management / administration) within the domain of its geographical area of responsibility to the UNHCR Representative (or the country manager) on a regular and timely manner. Subject to the specific legal or socio economic or security developments in the Area of Responsibility (AOR), Representative will direct and guide the Head of Field Office to take the most appropriate course of action. Concerning overall physical security concerns, HoFO will liaise directly with the competent UN security coordinator while keeping the UNHCR Representative fully informed.

While the functional responsibility of a Head of Field Office will always remain the same despite its grade level, the other parameters (therefore the depth and breadth of the competencies) such as the size of the population of concern to UNHCR, their specific legal/security concerns, volume of assistance, Number of operational / Implementing partners and the size of the Office (i.e. number of UNHCR staff and their grade levels) will determine the appropriate grade level. The operational autonomy also depends upon the same parameters/competencies.

As the most senior UNHCR staff member within the given geographical area, he/she is required to liaise with all the relevant senior government officials, security organs in the area, the Head of various Non-Governmental Organizations (both national and internationals based in the area), Civilian/tribal leaders/elders, local opinion makers and the local media net-work to ensure his/her assigned responsibilities are effectively and efficiently discharged.

As the extended field representative of UNHCR at the front line of High Commissioner's operations, he/she remain as the effective advocate and assistant to the local authorities to ensure that the respective government authorities in the area implement their conventional responsibilities in favour of refugees and others of concern to UNHCR.

Accountability

- The Convention concerning the treatment of asylum seekers, IDPs, refugees, returnees and the stateless, where applicable, is disseminated to the local authorities.
- UNHCR policies and standards are applied consistently in the AOR to ensure quality protection of populations of concern.
- A healthy, safe and respectful working environment is provided to the workforce in the AOR.

3. Duties / Responsibility

- Monitor and report on the implementation of refugee conventional responsibilities and international obligations of the local authorities Vis a Vis the population of concern to UNHCR within the given geographical area; based on local situations/developments make appropriate recommendation to the UNHCR Representative/HoSO.
- Advocate and promote UNHCR standards concerning the treatment of asylum seekers, refugees and returnees as well as IDPs, where applicable; Advocate, promote and encourage the concerned authorities and local opinion makers to uphold established UNHCR standards that have become the international norms.
- Ensure that the basic needs of the concerned population are properly assessed with the participation of the beneficiaries themselves, the host governments and/or the competent Implementing partners and/or UNHCR itself.
- Subject to the needs, ensure that the planning, formulation and budgeting of identified assistance projects are done as per UNHCR programme cycle; upon approval of assistance project, ensure the timely implementation and rigorous monitoring of identified assistance activities
- Ensure through the subordinate staff that all deadlines for monitoring and reporting of UNHCR operational activities (i.e. include assistance as well as Administrative) are met on a regular basis.
- Manage all UNHCR resources, both human, financial/material, at an optimum level for the wellbeing of the concerned population and the UNHCR staff.
- Ensure that all security measures of UNHCR office (and residential, where ever applicable) compounds are always up to date; any security breaches and/or potential security threat should be reported immediately to competent UN security coordinator in the country.
- Ensure that staff welfare, both in terms of working and living conditions, are maintained at a satisfactory level within the constraints in the operational area; this requires remaining current in health and medical facilities locally available and evacuation options available in a moment of medical urgency.
- Guide, coach and advocate the subordinate staff to maintain highest standards of conduct and behaviour thorough one's own practice and deeds.
- Prepare and submit regular reports, both verbally and written, to the UNHCR Representative/HoSO. In the event of substantial telephone conversation that leads to specific action or non-action, it should be recorded and share with the other party.

- Any other responsibilities/functions deemed necessary or as delegated by the UNHCR Representative of the country in order to meet the level of the services in the organization.

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

- Represent UNHCR in inter-agency fora and with local authorities in the AOR.
- Enforce compliance with UNHCR's global protection, programme, finance, human resources and security policies and standards.
- Submit project proposals for assistance to refugees and other persons of concern to UNHCR Representation or Sub-Office in coordination with local authorities and NGOs.

4. Minimum Qualifications

Education & Professional Work Experience

- Undergraduate degree (equivalent of a BA/BS) in Management/Personnel Administration or Law or Political Science or International Relation or Economics or a related field plus minimum 3 years of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- In-depth knowledge in all aspects of UNHCR mandate and its Field level application.
- Applied knowledge of protection principles, operational arrangements/standards in relation to protection, assistance, UNHCR office management and staff administration.
- Should be conversant in the current priorities in the organisation and existing mechanisms within the organisation to implement those priorities.
- Basic computer skills and working knowledge in MS office software.
- Knowledge of English and UN working language of the duty station if not English.

Desirable

Successful participation in the Operational Data management Learning Programme.
 Experience in web design and software development is an asset.
 Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or proGres.
 Experience with HTML, PHP, ASP and/or Java is an asset.
 Proven skills to analyse statistical information.
 Working experience both in UNHCR HQ and/or a Regional Office and the Field
 UNHCR Specific learning/training activities (i.e. Learning Programme in Management & Operations)
 Knowledge of additional UN languages.

Language Requirements

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

5. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Managerial Competencies:

Empowering and Building Trust
Managing Performance
Judgement and Decision Making
Strategic Planning and Vision
Leadership
Managing Resources

Cross-Functional Competencies:

Analytical Thinking
Innovation and Creativity
Technological Awareness

Negotiation and Conflict Resolution
Planning and Organizing
Policy Development and Research
Political Awareness
Stakeholder Management
Change of Capability and Adaptability

This is a Standard Job Description for all UNHCR Head of Field Office 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.

APPLICATION INVITED FOR FILIPINO NATIONALS ONLY

HOW TO APPLY:

- Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: “**Application- VN 08 – Head of Field Office - Cotabato**” to: PHIMAVAC@unhcr.org
- Only applicants meeting minimum requirements will be short-listed and invited for the written test & interviews.
- 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 the following links:
P-11: 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