



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDJU/043

Please circulate widely in other agencies
and government offices at your duty stations.

Title of Post	Comm. Services Associate	Grade	G6
Post Number	10022300	Date of Issue	02/09/2015
Location	Juba, South Sudan	Closing Date	15/09/2015

Duties and Responsibilities

Under the direct supervision of Community Services Officer the incumbent will perform the following duties:

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- Provided support and advice to promote AGD sensitive analysis of community risks and capacities, and establishing community activities which address the social, cultural, and livelihood needs of populations of concern;
- Provide advice on Age, Gender and Diversity (AGD) approach in all aspects of his/her protection and solutions work on behalf of persons of concern;
- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection delivery strategy and operational procedures;
- Work with host communities to identify opportunities for national civil society involvement in improving the protection of persons of concern.
- Work with implementing and operational partners as well as with displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV;
- Assist in analysing protection risks and capacities of communities of concern;
- Support participatory assessments by multifunctional teams and on-going consultation with persons of concern;
- Assist in planning and monitoring of programmes and budgets, with an AGD perspective.
- Build office capacity for community-based protection through training and establishing systems for community mobilization and participation of persons of concern;
- Contribute to the enforcement of participatory AGD sensitive analysis as an essential basis for all work;
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office, with external interlocutors, groups and individuals based on agreed parameters;
- Identify and select which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Perform other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Education: Completion of the Secondary education; Training/certificate in the related field of work.
- Job Experience: Minimum of 4 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access)
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.
- UNHCR learning programmes (PLP);
- Knowledge of MSRP;

Submission of Applications

This vacancy is open for qualified South Sudanese **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Please send your application addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to ssudjurhr@unhcr.org, **not later than 16 September 2015.**

Applicant should clearly indicate the Title of the Position and vacancy notice number. Please remember to submit photocopies/scanned copies of all supporting documents. Documents submitted shall not be returned to the applicants. Due to the volume of applications only short listed candidates will be notified. We may conduct a test and/or interview for the position. Late application will not be considered.

Refugees – who cares? WE DO!



UNHCR
The UN Refugee Agency