



## United Nations High Commissioner Refugees (UNHCR)

### INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

**Vacancy Notice No.: 2015/HCR/SSDJU/052**

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

<b>Title of Post</b>	<b>Field Associate</b>	<b>Grade</b>	<b>G6</b>
<b>Post Number</b>	<b>1007053</b>	<b>Date of Issue</b>	<b>14/10/2015</b>
<b>Location</b>	<b>Juba, South Sudan</b>	<b>Closing Date</b>	<b>27/10/2015</b>

**ORGANIZATIONAL CONTEXT.** *Define the role of the position within the team, describing its leadership role, if any, it's 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 Field Associate is normally supervised by the (Snr) Field Officer or Head of Office and performs a variety of functions related to Field activities within the office. The supervisor defines general work objectives and provides necessary advice and guidance. The Field Associate may supervise some General Service support staff.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information, to establish understanding of respective needs; to ensure provision of services and resolution of problems and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

**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)*

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Monitor the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Undertake regular visits to various sites in order to assess needs of persons of concern, with particular attention to vulnerable groups.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- Act as interpreter when required.
- Contribute to the preparation of status and progress reports by providing info, preparing tables, etc.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Inform and act on the reports received on persons of concern within the refugee community or from the local authorities.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Undertake other relevant duties as required.

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

- Negotiate with local authority counterparts, partners and populations of concern.
- Represent UNHCR in physical monitoring of projects.

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 6 years of previous job experience relevant to the function.
- Computer skills.
- Excellent knowledge of English and working knowledge of another relevant UN language or local language.

**DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- UNHCR field experience.

**Submission of Applications**

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

**IMPORTANT**

**Applicants are required to submit a motivation letter and P11** in an envelope addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to [SSUDJUHR@unhcr.org](mailto:SSUDJUHR@unhcr.org), **not later than 12:00 (noon) 26 October 2015**. Applicant should clearly indicate the vacancy notice number and the Title of the Position on the envelope or in the subject line of the email.

The submitted documents will not be returned to the applicants. Only short listed candidates will be contacted and invited for a written test and interview. **Late and incomplete applications will not be considered.**

**UN Personal History Form (P.11) is available in the UN Website, [www.un.org](http://www.un.org) or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).**

*Refugees – who cares? WE DO!*