



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/INTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDYE/070

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

Title of Post	Assistant Field Officer	Grade	NOA
Post Number	10007205	Date of Issue	11/11/2015
Location	Yei, South Sudan	Closing Date	24/11/2015

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.

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.

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.

- University degree in Law, Political Sciences or related fields.
- Minimum 2 years of previous relevant work experience.

- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

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

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.

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 24 November 2015 at 12:00 Noon.**

Applicant should clearly indicate the Title of the Position and vacancy notice number on the envelope or in the subject line of the email. **Applicants are required to submit motivation letter, P11 and also copy (copies) of degree (s).** Documents submitted shall not be returned to the applicants. Due to the volume of applications only short listed candidates will be notified. Candidate who are shortlisted must be subjected to both 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 or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).

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