



## United Nations High Commissioner Refugees (UNHCR)

### INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 2012/HCR/SSDBO/072

<b>Title of Post</b>	<b>Field Associate</b>	<b>Grade</b>	<b>G6</b>
<b>Post Number</b>	<b>10007134</b>	<b>Date of Issue</b>	<b>30 June 2012</b>
<b>Location</b>	<b>Bor, South Sudan</b>	<b>Closing Date</b>	<b>13 July 2012</b>

#### Duties and Responsibilities.

Under the direct supervision of the Associate Field Officer, the incumbent will perform the following functions:

1. Assists the associate protection officer in undertaking regular needs assessment in accordance with UNHCR programming cycles;
2. Monitors the situation in the area of his/her competence, collect data and other information relevant to UNHCR and analyzes and reports to the associate protection officer;
3. Monitors and supervises the implementation of UNHCR programmes including the delivery of all assistance items and monitoring of infrastructure and makes the necessary recommendation for its improvement;
4. Keeps regular contacts with local authorities and implementing partners as requested by associate protection officer;
5. Acts as interpreter when required;
6. Contributes to the preparation of status and progress reports by providing info., preparing tables, etc.;
7. Assists in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during their field missions;
8. Monitors refugee movements related to repatriation and other major inter-camp transfers;
9. Analyzes problems faced by refugees in transit camps in respect of repatriation;
10. Informs and acts on the reports received on refugees within the refugee community or from the local authorities;
11. Performs other duties as required.

#### Qualifications and Experience.

- Secondary school education supplemented by post secondary training/certificate in law or related fields
- Very good knowledge of English and very good knowledge of the local languages
- Computer proficiency and knowledge in MS Excel, MS word essential
- 6 years previous working experience including at least 1 year experience in the same functional area.

#### Submission of Applications

Please send your application via email addressed to [SUDJUHR@UNHCR.ORG](mailto:SUDJUHR@UNHCR.ORG) / [IRUNDE@unhcr.org](mailto:IRUNDE@unhcr.org) or hand carry to UNHCR Office Juba / UNHCR Office Bor clearly indicating in the subject line the ***Vacancy Announcement Number, title and location of post***, not later than **13 July 2012**. **Please submit original application and P.11 with copies of certificates.** This is an internal/external vacancy announcement open only for South Sudanese nationals currently working with UNHCR/UN Offices in South Sudan. Female Candidates are encouraged to apply.

Due to the large volume of applications received, only short listed candidates will be contacted.