

**FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY.
IT IS MANADATORY THAT APPLICANTS INDICATE THE VACANCY CODE IN THE SUBJECT LINE OF THE APPLICATION EMAIL.**

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Field Associate/GL6
Vacancy Code: VN-ERBTA-2019-001
Contractual Status: Temporary Appointment
Duty Station: Erbil- Iraq

Date of Issue: 12 February 2019
Deadline for applications: 19 February 2019

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The Field Associate will be supervised by the (Associate) Protection Officer or Protection/Field Officer and performs a variety of functions related to blended Field and Protection activities within Erbil Field Response Unit. The Field Associate will be mainly responsible to monitor protection and field programs delivered by UNHCRs implementing partners in camps and urban areas. He/she will assist the office to coordinate the response in areas of responsibility and ensure operational procedures and delivery practices are in line with the standards of the agency.

The Field Associate is expected to conduct regular missions to the camps and non-camp areas including areas of return in Erbil, to establish rapport with local authorities, partners, camp management, other NGOs and the community leaders and representatives. While doing so, will also collect data on the needs of the population of concern to feed in designing effective protection responses and assistance programs. The incumbent will contribute to periodic reports produced by the office.

The incumbent keeps frequent internal contacts with staff members in the same team and unit to exchange information, to establish understanding of respective needs; to ensure provision of services and resolution of problems.

The incumbent will undertake the following responsibilities under the direct supervision of the Associate Protection Officer at UNHCR Sub Office Erbil.

FUNCTIONAL STATEMENT

Accountability:

- 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:

- 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:

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

REQUIRED COMPETENCIES

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

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.
- Field experience in working with UNHCRs PoCs.
- Experience in Protection
- English drafting skills

Interested applicants should forward the UN history form
(P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irgerbad@unhcr.org

Please note that longlisted candidates may be requested to sit for a written test
Only short-listed applicants will be contacted, and engagement is needed immediately.