

## UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

**Job Requisition Number: JR2316486**

<b>Title of Post</b>	<b>Senior Shelter Assistant</b>	<b>Category/grade</b>	<b>General Service, G5</b>
<b>Post Number</b>	<b>33051251</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>San Cristobal, Venezuela</b>	<b>Date of Issue</b>	<b>4 April 2023</b>
<b>The Effective Date of Assignment</b>	<b>1 July 2023</b>	<b>Closing Date</b>	<b>18 April 2023</b>

### Operational Context / Desired candidate profile:

The Senior Shelter Assistant assists in carrying out comprehensive sectoral needs assessments in liaison with other relevant sectors such as protection, programme, community services, public health, WASH, administration and supply. To ensure the most effective response, both quantitative and qualitative data should be gathered on the profile/needs and living conditions of both the displaced population and host community. The incumbent will assist in the day to-day operations of all construction and general infrastructure projects within the Area of Responsibility (AoR).

The incumbent assists the supervisor in ensuring that shelter & infrastructure responses within the AoR evolve according to the changing nature of the situation, progressively working towards more durable solutions and drawing from sustainable local building practices and materials. S/he provides technical assistance in general infrastructure and construction implementation and monitoring.

Within an urban context, it is essential that shelter responses take into consideration urban planning strategies, including an analysis of residential areas, housing affordability and availability. In addition, regardless of the context, shelter assistance should always minimize the risk of harm, eviction, exploitation and abuse, overcrowded living conditions, limited access to services and unhygienic conditions. Special attention must be given to the environment and low carbon approaches, attention to material selection through sustainable means to ensure a green approach to shelter delivery.

The Senior Shelter Assistant normally reports to a more senior shelter colleague.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

**Please also note that recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.**

### **Duties:**

#### **Technical Guidance**

- Assist in the preparation, data collection and review of shelter needs assessments while liaising with other relevant sectors such as protection, programme, community services, WASH, administration and supply.
- Work with the relevant stakeholders to ensure that the shelter beneficiary selection process prioritises the needs of the most vulnerable Persons of Concern (PoC).
- Assist in the daily management of all UNHCR construction and infrastructure projects through Direct Implementation and Implementing Partners within the AoR ensuring that works are carried out in compliance with established UNHCR and national standards.
- Follow up of the design and construction of infrastructure (schools, health centres, reception centres, drainage and roadworks etc) to confirm these are approved by the relevant authorities, technically sound, supplemented with accurate drawings, detailed BQs and specifications and they are implemented according to plans, completed within designated timelines, budget and ensure that this information is shared with relevant colleagues.
- Work closely with other relevant sectors such as WASH, education and health so that shelter and infrastructure implementation is synchronised and coordinated.
- Assist implementing partners on technical shelter and infrastructure issues.

#### **Coordination**

- Provide technical assistance in the field of shelter, construction and infrastructure development within the AoR to best meet the needs of PoC.
  - Work with the government, relevant authorities and counterparts to ensure strong coordination of shelter and infrastructure projects within the AoR.
  - Collaboration
  - Actively work with Programme as a member of the Multi-Functional Team and participate in multi-sectoral activities to ensure protection and assistance needs of the population are met.
  - Assist in the preparation of bid documents for all construction and infrastructure projects including technical specifications, BoQs, drawings, etc.
  - Assist in the technical evaluation of received bids as well as in the review/inspection of the quality of shelter and infrastructure products/works during implementation and at completion.
- Perform other related duties as required.

### **Minimum Qualifications:**

#### **Education & Professional Work Experience**

##### **Years of Experience / Degree Level**

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

##### **Field(s) of Education**

Not applicable.

(Field(s) of Education marked with an asterisk\* are essential)

## **Certificates and/or Licenses**

Civil Engineering; Architecture;  
(Certificates and Licenses marked with an asterisk\* are essential)

## **Relevant Job Experience**

### **Essential**

Relevant working experience, including collaboration with different international organizations. Good technical knowledge about construction standards and guidance, particularly knowledge on all shelter typologies utilized in UNHCR refugee responses.

### **Desirable**

Knowledge of UNHCR shelter standards, as well as standards related to protection, environment and land use. Good knowledge of Auto Cad, site surveying and experience in undertaking related topography assessments/ feasibility studies for site identification and environmental impact studies whilst using surveying tools (including GPS equipment, GIS software).

## **Functional Skills**

\*IT-MS Office Applications  
WA-WASH-related Technologies  
SP-AutoCAD software  
EX-Experience in international/governmental organizations  
UN-Knowledge of UN/UNHCR terminology  
SP-Topographic Surveying  
IT-Computer Literacy

(Functional Skills marked with an asterisk\* are essential)

### **Language Requirements:**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

## **Competency requirements:**

### **Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

### **Cross-Functional Competencies**

Analytical Thinking  
Technological Awareness  
Planning and Organizing

## **Eligibility:**

Interested staff members should consult the Recruitment and Assignments Policy (RAP, UNHCR/HCP/2022/07). If you have questions regarding your eligibility, you may also contact the HR Unit.

**In line with the RAP, the below category of candidates are eligible to apply for internally/externally advertised vacancies.**

**Internal candidates:** Current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

**Candidates with UNHCR experience:** Current GS staff members holding an indefinite or fixed-term appointment in the country of the vacancy applying to two grades above their own, staff members holding an indefinite or fixed-term appointment in other categories (P/FS/NPO), staff loaned/seconded from another UN organization/international organization/government entity, staff members on temporary appointment, affiliate workforce, interns, as well as former UNHCR locally recruited staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).

**External candidates:** External candidates must meet the essential minimum requirements of the position, candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

### **Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission and please refer to the relevant category / grade level at: <http://icsc.un.org>

### **Submission of Applications:**

- **Interested internal applicants and candidates with UNHCR experience need to apply online via Workday / Career Page by searching for the vacancy by location / country of assignment. Please make sure to update your Career profile first in Workday before applying for the position.**
- **External applicants also need to apply online via Workday** and can access the external recruitment platform via below link and search for the job by location, country of assignment:  
<https://unhcr.wd3.myworkdayjobs.com/External>
- Prior to applying, please make sure that your Workday Career Profile is accurate and up-to-date. There are several resources available to support you.

👉 [How do I fill in my Career Profile](#) (job aid)

👉 [Find out how to build a strong Career Profile](#) (video)

- All applications for UNHCR positions are processed in Workday. This [demonstration video](#) and [this checklist](#) will guide you through the key steps of applying. Once you have finalized your application, you can check the status of your application by visiting the Career page / My Applications tab in Workday. The [FAQ's](#) (under the video) list some of the most common questions and answers around this process.
- **All applications must be submitted online in Workday. Email applications will not be accepted. Not signed, incomplete and late applications will not be accepted.** Only shortlisted candidates will be contacted. Shortlisted candidates will be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).
- The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal

profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

- UNHCR is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, sexual orientation, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. UNHCR seeks to ensure that male and female employees are given equal career opportunities. All applications will be treated with the strictest confidentiality.
- UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at [inspector@unhcr.org](mailto:inspector@unhcr.org) or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.
- UNHCR only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>.
- For any technical problems encountered during the online application, please send an email to the below email address titled **"Online VA Query-your name and surname"**. Human Resources Caracas [VENCAHR@UNHCR.ORG](mailto:VENCAHR@UNHCR.ORG)