

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

**Job Requisition Number: JR2436182**

<b>Title of Post</b>	<b>Shelter Assistant</b>	<b>Category/grade</b>	<b>General Service, G4</b>
<b>Post Number</b>	<b>10032833</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Caracas, Venezuela</b>	<b>Date of Issue</b>	<b>31 January 2024</b>
<b>The Effective Date of Assignment</b>	<b>1 April 2024</b>	<b>Closing Date</b>	<b>17 February 2024</b>

**Operational Context / Desired candidate profile:**

The 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 incumbent will preferably have an educational background in architecture or engineering. The Shelter Assistant normally reports to a more senior shelter colleague.

The incumbent of the position will have to closely follow the coordination of Shelter, NFI and Energy with constant technical inputs, monitoring and expertise. Due to the community approach prone by UNHCR, operations could revert classical housing repairs, Non-Food Items distribution, but also be related to the programming of works concerning community or transit centres, and also deal with a huge emphasize on renewable energy and sustainable development approach. All operations shall be closely coordinated with state institution as Fundelec under the responsibility of the Ministry of energy. Furthermore, the incumbent will monitor the progress of projects presented in the HRP plan or VHF (Humanitarian Venezuelan Funds) ensuring that works are carried out in compliance to established UNHCR and national standards and that they are implemented according to plans, completed within designated timelines, budget and ensure that this information is shared with relevant colleagues.

The incumbent of the position is in daily working contact with UNHCR staff within the Sub Nationals Cluster coordinators Officers. The incumbent will work closely with local and international NGOs involved in implementation of shelter activities, as well as other external partners, including local authorities. At last, the incumbent should also be able to oversee and to advise on practical technical issue as for example managing the installation solar system or similar solution.

Additional duties and activities to be carried out by the Shelter Cluster assistant are:

- Support the Shelter Cluster coordinator in build strong relationships with cluster members for effective collaboration. Provide coordination services, adhering to Principles of Partnership for inclusive and results-oriented cluster coordination. Support the revision and update of contingency plans within the Inter-Agency framework. Contribute to a flexible Shelter Cluster (SC) strategy owned by partners and government.
- Promote accountability to affected populations, involve local stakeholders, and coordinate with government counterparts. Support cluster performance evaluation and enhance response plans. Participated in shelter needs assessments, ensuring timely data availability. Contribute to common funding criteria and resource mobilization in the SC.
- Support capacity building for government counterparts and organizations. Support the deliver shelter training activities for SC members, local partners, and authorities. Ensure the shelter response aligns with relevant technical standards and collaborates with related clusters.
- Support integration of cross-cutting issues like age, gender, environment, and diversity. Contribute to SC information management strategy. Produce analytical shelter reports, maintain an updated SC website, and promote monitoring and evaluation of cluster members' operations.
- Identify advocacy concerns, participate in meetings with partners and donors, and support the development of reports and advocacy statements. Support the Shelter Cluster Coordinator in the preparation of strategy and advocate for funding. Coordinate with UNHCR and partners for effective communication on SC priorities to donors and others stakeholders.

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 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.
- Assist in the shelter beneficiary selection process prioritising the needs of the most vulnerable PoC
- Assist in the daily supervision of all UNHCR construction and infrastructure projects through Direct Implementation and Implementing Partners within the AoR ensuring that works are carried out in compliance to established UNHCR and national standards and that 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.
- Provide support to 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 and relevant authorities and counterparts to ensure strong coordination of shelter and infrastructure projects within the AoR.

### **Collaboration**

- Assist Programme as an active member of the Multi-Functional Team 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 G4 - 1 year relevant experience with High School Diploma; or no experience with Bachelor or equivalent or higher.

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

Not applicable.

##### **Certificates and/or Licenses**

Not applicable.

(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. Capacity to work with multi sectorial teams to ensure that relevant issues related to the site/settlements planning are taken into consideration such as the development/maintenance of various infrastructures required. Willingness and ability to work in hardship environments.

##### **Functional Skills**

\*IT-Computer Literacy

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

### Managerial Competencies:

Not applicable.

### 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)