

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

**VA Number: JR2203481**

<b>Title of Post</b>	<b>Field Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	N/A	<b>Type of contract</b>	<b>Temporary Appointment (initially for 6 months)</b>
<b>Location</b>	<b>Puerto Ayacucho, Venezuela</b>	<b>Date of Issue</b>	<b>22/11/2022</b>
<b>The Effective Date of Assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>11/12/2022</b>

**Operational Context:**

The Field Associate is normally supervised by the (Senior) Field Officer or Head of Office and performs a variety of functions related to Field activities within the office. The supervisor defines general work objectives and provides necessary advice and guidance. The Field Associate may supervise some General Service support staff.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information, to establish understanding of respective needs; to ensure provision of services and resolution of problems and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

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:**

- 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.
- Negotiate with local authority counterparts, partners and populations of concern.
- Represent UNHCR in physical monitoring of projects.
- Perform other related duties as required.

## **Minimum Qualifications:**

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

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

For G6 - 3 years relevant experience with High School Diploma; or 2 years 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**

Business Administration

Law

Political Science

(Certificates and Licenses marked with an asterisk\* are essential)

#### **Relevant Job Experience**

##### ***Essential***

Not specified.

##### ***Desirable***

Completion of UNHCR learning programmes or specific training relevant to functions of the position.  
UNHCR field experience.

## **Functional Skills**

\*IT-Computer Literacy

EX-Field experience

MS-Drafting, Documentation, Data Presentation

CL-Multi-stakeholder Communications with Partners,

PG-Programme Management (project formulation, programme cycles and reporting standards)

(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**

Empowering and Building Trust

### **Cross-Functional Competencies**

Analytical Thinking

Planning and Organizing

Stakeholder Management

## **Eligibility:**

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (*RALS, UNHCR/AI/2020/1/Rev.2*). If you have questions regarding your eligibility, you may also contact the HR Unit.

**In line with the RALS, 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:** Colleagues including those on temporary appointments, General Service colleagues, Junior Professional Officers, Affiliate Workforce, and interns will be considered candidates with UNHCR experience

**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 in WORKDAY:

- **Interested internal applicants need to apply online via Workday / Career Page.**
- **External applicants also need to apply online via Workday** and can access the recruitment platform here and search for the job by location or vacancy number:  
<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 will be processed in Workday from now on. 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 are no longer 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)