

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 001/2020**

<b>Title of Post</b>	<b>Senior Field Assistant</b>	<b>Category/grade</b>	<b>General Service, G5</b>
<b>Post Number</b>	<b>10027166</b>	<b>Type of contract</b>	<b>Fixed-term appointment in replacement capacity</b>
<b>Location</b>	<b>Moyo, Uganda</b>	<b>Date of Issue</b>	<b>31 January 2020</b>
<b>Effective date of assignment</b>	<b>1 April 2020</b>	<b>Closing Date</b>	<b>13 February 2020</b>

**Operational Context:**

The Senior Field Assistant is normally supervised by the Senior Field Officer and performs a variety of functions related to Field activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information 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 routine subject matters under the direction of the supervisor.

**Functional statement:**

**Accountability:**

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.
- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).

**Responsibilities:**

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.

- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Undertake other relevant duties as required.

### Accountability:

- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level

### Essential Minimum Qualifications and Experience:

- Completion of High school diploma is required.
- Completion of post-secondary certificate in Business Administration, Law, Political Science or related field is required.
- Minimum 5 years of previous job experience relevant to the function is required.
- Knowledge of English and/or UN working language of the duty station if not English is required.

### Desirable Qualifications & Competencies:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position is desirable.

### Required Competencies:

#### **Core Competencies**

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

#### **Cross-Functional Competencies**

- Analytical Thinking
- Stakeholder Management
- Planning and Organizing

### Eligibility:

**Internal candidates:** Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

### **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 at: <http://icsc.un.org>

### **Submission of Applications:**

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should sign up or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may 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).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.