



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Announcement

Position title: Field Associate

Position Level: GL6

Vacancy Number: VN-17-23

Duty Station: Tehran

Type of Contract: Temporary Appointment (5 months)

Interested applicants should directly send their applications/ P11 forms to email address: irnrevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <http://unhcr.org.ir/fa/job>

Closing date: 13 December 2017

Please make sure you will mention the Vacancy Number (VN-17-23) in the subject line of your email.

Short-listed candidates will be invited for a **written test**.

Position Requirements:

1- ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Field Associate is normally supervised by the (Snr) 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.

2- FUNCTIONAL STATEMENT *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- 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 *(process and functions undertaken to achieve results)*

- 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 *(decisions made in executing responsibilities and to achieve results)*

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

3- REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and list up to six functional competencies. Select a maximum of three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

- **Analytical Thinking**
Displays analytical thinking by identifying, defining and analysing information, situations and problems. Arrives at viable solutions through a variety of approaches: critical thought, methodical review of implications, intuition and rational conclusions.
- **Planning and Organizing**
Able to organize self and others to take efficient and effective action over the short, medium and long term.
- **Stakeholder Management**
The ability to see the fulfillment of UNHCR's mission as part of a United Nations system by building networks of mutual trust with stakeholders in order to maximise results for people of concern.
- **Negotiation and conflict resolution**
Demonstrates the ability to enable the parties involved in a conflict to come to mutually acceptable compromises and a practical solution to the dispute with a focus on maintaining a functioning work environment.
- **Change capability and adaptability**
Demonstrates flexibility, both intellectually and behaviourally, to adapt to and work effectively in a variety of situations, often under demanding conditions, and to cope with the unforeseen or unexpected. Looks for opportunities presented by change and is not "paralysed" by new and unusual scenarios; creates opportunities to improve the way in which they work.

4- ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- 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.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

5- DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

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