



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: May 2013

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Assistant Field Officer**

Position Grade: **P1/NOA**

Position Location: **Aguascalientes, Ags.**

Functional Group⁽¹⁾: 3.1.d

Supervisor Position No., Title & Grade:

CCOG Code⁽¹⁾: 1.A.11

Job Code⁽¹⁾: 000104/N00104

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 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 Assistant Field Officer is normally supervised by the Senior Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive direct guidance from other sections and units relevant to the country/regional local integration and protection programme(s). UNHCR Manual, programme and protection objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the incumbent.

The incumbent will coordinate UNHCR's local integration project in Monterrey, Nuevo Leon. A growing community of asylum seekers and refugees has settled in Monterrey. UNHCR will provide local integration support to asylum seekers and refugees. Envisaged activities comprise job placement (formal employment), school enrolment and access to the health system, as well as need based protection support. The incumbent needs to rely on a sound knowledge of public institutions and local services and programmes offered by government and civil society actors. Previous exposure to the private sector will be an asset.

The incumbent will be responsible for designing a functioning case management system (including regular household visits) in order to address problems identified by asylum seekers and refugees. The incumbent will contribute to design an advocacy strategy with education, health and other service providers in order to ensure that asylum seekers and refugees are included into existing services. The incumbent will establish good working relationships with human resource departments of potential employers in order to ensure that key stakeholders are familiarized with documentation issued to refugees and asylum seekers.

2.2 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*)

- Assess the needs of persons of concern in the AoR and formulate project submissions in collaboration with district authorities and implementing partners.
- Promote and monitor the implementation of assistance projects.
- Report regularly on rate of flow of new arrivals and estimate expected influx based on interviews with persons of concern.
- In co-ordination with implementing partners, assist with the reception, registration and provision of assistance to persons of concern to UNHCR.
- Keep track of cases of detention; register applicants for voluntary repatriation and family reunion.
- Assist in the preparation of monthly sectoral reports and submit material for preparation of periodic project monitoring reports and year-end reports.
- Undertake other relevant duties as required.

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

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.

2.3 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 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.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input checked="" type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

2.4 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.*

- Undergraduate degree (equivalent of a BA/BS) in Law, Political Sciences or related fields.
- Minimum 1 year of previous relevant work experience.
- Excellent knowledge of English and working knowledge of another UN language.

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

****For National Officer positions, very good knowledge of local language and local institutions is essential.*

2.5 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.*

- Field experience.
- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.