



UNHCR

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

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina Multipaís Argentina
Código Postal: C1010AAR
Cerrito 836 Piso 10
Buenos Aires, Argentina

Buenos Aires, August 10th, 2020

Ref: 20/AF/238– Internal and External Vacancy announcement for UNHCR National Office in Chile

Post Title	Field Associate
Post Level	GS- FTA
Duty Station	Arica Field Unit, Chile
Closing Date	24th August 2020 (inclusive)
Type of contract	FTA- 12 months (1 year)

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

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.

Overall purpose and Scope of Assignment:

Accountability

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.

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

Essential minimum qualifications and professional experience required:

- 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher in Business Administration, Law, Political Science.
- Knowledge of English and UN working language of the duty station if not English
- Nationality: Chilean or naturalized.

Desirable Professional experience:

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

Functional Skills:

- *IT-Computer Literacy, **Essential**
- EX-Field experience
- MS-Drafting, Documentation, Data Presentation
- CL-Multi-stakeholder Communications with Partners,
- PG-Programme Management (project formulation, programme cycles and reporting standards)

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

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form signed (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to argbuadm@unhcr.org .

Kindly indicate: “**Field Associate**” - **NO Chile**” in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.