

**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 Regional para el Sur de América Latina**Cerrito 836, 10º piso Tel.: 54 11 4815-7870
(C1010AAR) Buenos Aires Fax: 54 11 4815-4352
Argentina Email: argbu@unhcr.org

Buenos Aires, 03 July 2017

Ref: 17/AF/112 - Vacancy announcement for UNHCR Regional Office for Southern Latin America

Please note that this is an internal and external vacancy announcement

Post Title	Assistant of National Office
Post Level	NOA
Post Number	N/A
Duty Station	Lima, Peru
Closing Date	17 July 2017 (inclusive)
Type of contract	5 months Temporary appointment contract from 1 st August 2017 to 31 th December 2017

Background:

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. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives.

The UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 6 countries: Argentina, Bolivia, Chile, Paraguay, Peru and Uruguay.

Organizational Context:

The Regional Representative in Buenos Aires, Argentina has the functions of non-resident Representative for Peru. Accreditation to the Government of Peru remains with the Regional Representative based in Argentina. The Assistant National Office in Peru (Liaison Officer) receives direct guidance from the Regional Representative and support from relevant staff at the Regional Office Argentina on both matters of global and regional policy and on the implementation of UNHCR's operation in Peru. S/he maintains close contacts with government counterparts and operational and implementing partners, as well as persons of concerns, other UN agencies, and other actors involved in refugee issues in order to ensure the day to day running of UNHCR's operation.

Duties and Responsibilities:**Accountability** (*key results that will be achieved*)

- The country operation in Peru guided by a regional strategy inspired to the Brazil Plan of Action (which has also been adopted by the Government of Peru) and will be more efficiently and with the presence of a NO it will more positively and efficiently impact on all people of concern in the country.
- Relations with Government at senior level are enhanced.
- UNHCR's policies and standards are applied consistently within the country operation.
- UNHCR's visibility in Peru will increase

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

- Maintain relations with Government officials, other UN Agencies, embassies, NGOs, and other actors in order to promote UNHCR objectives.

- Collaborate with Government authorities and NGOs on issues related to the protection and assistance of refugees and asylum seekers and to monitor and evaluate the situation of the staleness
- Ensure the protection for persons of concern to UNHCR through the observance by the national local authorities of the recognised principles of refugee law.
- Follow up developments in asylum procedures and, where appropriate, intervene in respect of these with the Government. Monitors population movements with a focus on the situation at border points. Assist in the preparation of position papers on protection issues.
- Propose, develop and implement seminars or training programmes for target groups (e.g. government, judiciary, law enforcement and academic institutions) with the aim of promoting refugee law.
- Provide counselling on the implementation of assistance and local integration activities for persons of UNHCR's concern in Peru.

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

- Assist in the application of the country strategy as endorsed by the Regional Office.
- Advocate local compliance with UNHCR's global protection policies and standards.
- Represent UNHCR in local UN fora.
- Represent UNHCR with senior officials.

Essential minimum qualifications and professional experience required:

- Nationality: Peruvian or naturalized
- Advanced University Degree in Law/International Law, Political Science, Social Science or other related fields.
- Minimum 2 years of relevant experience at professional level.
- Very good knowledge of local institutions is essential.
- Strong negotiation skills.
- Fluency in English and Spanish with excellent reporting and writing skills in both languages.
- Demonstrable computer skills.
- Excellent interpersonal skills.

Desirable qualifications and competences: 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.
- Field Experience.
- Experience in Training Design and Delivery.

Submission of Applications:

Internal Candidates (UNHCR staff members) shall submit fact sheet and letter of interest.

External Candidates (non UNHCR staff members) shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 – 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: “**NOA-Assistant of National Office**” 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.