



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Position: HEAD OF FIELD UNIT
Category: National Officer / NOB
Duty Station: Sao Paulo, BRAZIL
Start Date: June 2018
Est. Monthly Gross Salary: BRL 22,000.00 per month

1. ORGANIZATIONAL CONTEXT

Brazil has experienced a great increase in total asylum requests in the past few years, amounting to almost 3,000% in the past 6 years. The country has become the main recipient of extra territorial asylum claims in the Americas region, with a great part of these claims lodged in São Paulo. UNHCR Brazil works with authorities at Federal, State and Municipal levels, civil society partners, academia and private sector to strengthen the response of the national asylum system to provide comprehensive protection and durable solutions to persons of concern.

The Head of a UNHCR Field Unit (HoFU) is a senior managerial position within a given country operation. The incumbent carries the full authority delegated by the UNHCR Representative, who will exercise entire supervisory managerial responsibility over the position. The incumbent provides information on developments in relation to the protection (legal protection issues relating to the persons of concern to UNHCR), security (Physical security in relation to the UNCR staff and the persons of concern to UNHCR) and operational matters (programme and office management / administration) within the domain of its geographical area of responsibility to the UNHCR Representative on a regular and timely manner. Subject to the specific legal or socio economic or security developments in the Area of Responsibility (AOR), the Representative will direct and guide the Head of Field Unit to take the most appropriate course of action. Concerning overall physical security concerns, the HoFU will liaise directly with the competent UN security coordinator while keeping the UNHCR Representative fully informed.

As the most senior UNHCR staff member within the given geographical area, he/she is required to liaise with all the relevant senior government officials, security organs in the area, the Head of various Non-Governmental Organisations (both national and internationals based in the area), Civilian/tribal leaders/elders, local opinion makers and the local media net-work to ensure his/her assigned responsibilities are effectively and efficiently discharged.

As the extended field representative of UNHCR at the front line of the High Commissioner's operations, he/she remain as the effective advocate to the local authorities to ensure that the respective government authorities in the area implement their conventional responsibilities in favour of refugees and others of concern to UNHCR.

2. FUNCTIONAL STATEMENT

Accountability

- The convention concerning the treatment of asylum seekers, IDPs, refugees, returnees and the stateless, where applicable, are disseminated to and upheld by the local authorities.
- UNHCR policies and standards are applied consistently in the AOR to ensure quality protection of populations of concern.
- A healthy, safe and respectful working environment is provided to the workforce in the AOR.

Responsibility

- Monitor and report on the implementation of refugee conventional responsibilities and international obligations of the local authorities Vis a Vis the population of concern to UNHCR within the given geographical area; based on local situations/developments make appropriate recommendation to the UNHCR Representative.
- Advocate and promote UNHCR standards concerning the treatment of asylum seekers, refugees and returnees as well as IDPs, where applicable; Advocate, promote and encourage the concerned authorities and local opinion makers to uphold established UNHCR standards that have become the international norms.
- Ensure that the basic needs of the concerned population are properly assessed with the participation of the beneficiaries themselves, the host governments and/or the competent Implementing partners and/or UNHCR itself.
- Subject to the needs, ensure that the planning, formulation and budgeting of identified assistance projects are done as per UNHCR programme cycle; upon approval of assistance project, ensure the timely implementation and rigorous monitoring of identified assistance activities
- Ensure through the subordinate staff that all deadlines for monitoring and reporting of UNHCR operational activities (i.e. include assistance as well as Administrative) are met on a regular basis.
- Manage all UNHCR resources, both human, financial/material, at an optimum level for the wellbeing of the concerned population and the UNHCR staff.
- Ensure that all security measures of UNHCR office (and residential, where ever applicable) compounds are always up to date; any security breaches and/or potential security threat should be reported immediately to competent UN security coordinator in the country.
- Ensure that staff welfare, both in terms of working and living conditions, are maintained at a satisfactory level within the constraints in the operational area; this requires remaining current in health and medical facilities locally available and evacuation options available in a moment of medical urgency.
- Guide, coach and advocate the subordinate staff to maintain highest standards of conduct and behaviour thorough one's own practice and deeds.
- Prepare and submit regular reports, both verbally and written, to the UNHCR Representative. In the event of substantial telephone conversation that leads to specific action or non-action, it should be recorded and share with the other party.
- Any other responsibilities/functions deemed necessary or as delegated by the UNHCR Representative of the country in order to meet the level of the services in the organization.

Authority

- Represent UNHCR in inter-agency fora and with local authorities in the AOR.
- Enforce compliance with UNHCR's global protection, programme, finance, human resources and security policies and standards.
- Submit project proposals for assistance to refugees and other persons of concern to UNHCR Representation or Sub-Office in coordination with local authorities and NGOs.

3. REQUIRED COMPETENCIES

a) Managerial:

- Empowering and Building Trust
- Managing Performance
- Judgement and Decision Making
- Strategic Planning and Vision
- Leadership
- Managing Resources

b) Cross-functional:

- Analytical Thinking
- Planning and Organizing
- Political Awareness

4. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- University degree in Management/Personnel Administration or Law or Political Science or International Relation or Economics or a related field.
- At least 4 years of relevant work experience.
- In-depth knowledge in all aspects of UNHCR mandate and its Field level application.
- Applied knowledge of protection principles, operational arrangements/standards in relation to protection, assistance, UNHCR office management and staff administration.
- Should be conversant in the current priorities in the organisation and existing mechanisms within the organisation to implement those priorities.
- Basic computer skills and working knowledge in MS office software.
- Fluency in Portuguese and English. Working knowledge of another relevant UN language.

5. DESIRABLE QUALIFICATIONS & COMPETENCIES

- Working experience both in UNHCR HQ and/or a Regional Office and the Field
- UNHCR Specific learning/training activities (i.e. Learning Programme in Management & Operations)
- Proficiency of the language(s) that are used within the Sub Office area.

All applications must be submitted in English and include signed Personal History Form (PHP) and motivation letter.

Complete application package must be sent to brabrhr@unhcr.org by 11 March 2018, with the subject line "HEAD OF FIELD UNIT". Both PHP and motivation letter files must be named with the candidate's full name, e.g. "NAME LAST NAME – PHP"; "NAME LAST NAME – MOTIVATION LETTER."

Applications that do not meet the above specifications will be automatically disqualified.

Kindly note that UNHCR-Brazil does not issue receipt of applications. Only shortlisted candidates will be contacted for the next phases of the selection process.