



VACANCY ANNOUNCEMENT

Position:	Field Assistant
Category:	UNOPS Individual Contract Agreement
Duty Station:	Manaus, Brazil
Start Date:	1st April 2013

1. DESCRIPTION OF RESPONSIBILITIES

The Field Assistant will function under the direct supervision of the Protection Associate, in coordination with the Programme Unit in Brasilia. The incumbent will undertake the following tasks:

- Assist in monitoring the implementation of UNHCR programme activities in the Amazon Region, by reviewing and analyzing a variety of records and reports, including budgets and financial implementation;
- Maintain close contact with its Implementing and operational partners in Manaus and Tabatinga, monitoring the delivery of assistance and providing cooperation and guidance as necessary;
- In coordination with the Protection Associate and with IP staff, promote and monitor the local integration of persons of concern (PoC) receiving assistance from IPs;
- Support the inclusion of refugees in existing micro credit schemes, labor inclusion and income generation programmes in the Amazon Region;
- Seek to improve the access of refugees to public policies in the Amazon region, including social welfare and income generation programmes;
- Perform specific operational/control tasks for project activities, including undertaking field visits for specific monitoring and evaluation issues;
- Assist in reporting, budget presentation, project revisions, rendering of accounts and all other technical support for the good functioning of the programme and its financial, logistical and administrative control;
- Monitor the situation in the area of his/her competence, collect and analyze data and other relevant information and report to the Office in Brasilia accordingly;
- Keep regular contacts with local authorities and implementing partners; assist in negotiating partnerships and gathering support from local authorities, other UN agencies and civil society to facilitate the local integration of refugees; monitor the implementation of agreements, MOUs and other partnerships;
- Provide training and capacity building to implementing partners on programme tools and procedures;

- Support the inclusion of refugees in existing micro credit schemes, labor inclusion and income generation programmes in the Amazon Region;
- Seek to improve the access of refugees to public policies in the Amazon region, including social welfare and income generation programmes;
- Contribute to the preparation of status and progress reports by providing information, preparing spreadsheets, etc;
- Perform regular needs assessments in accordance with UNHCR programming cycles;
- Act as interpreter when required;
- Provide administrative support to the UNHCR presence in Manaus, including but not restricted to maintenance of premises, equipment, rendering of accounts, preparation of reports, support to authorized personnel during their field missions;
- Assist the Protection Associate with daily administrative matters of field presence including, but not restricted to, liaison with local suppliers and authorities for procurement requirements, ground services, stationery orders and bill collection; Maintain and assist in the implementation of asset management, including regular maintenance of inventory records and non-expendable equipment, for reporting to office in Brasilia;
- Assist in the administration of movement of local staff members, their attendance, leave plans, compliance with travel authorizations, clearance and claims procedures; attend to all human resources as required by office in Brasilia and HQ;
- Maintain financial records including goods and services expenditures, assists Protection Assistant with petty cash control and any other financial requirement from office in Manaus and Brasilia;
- Perform other duties as required.

2. MINIMUM REQUIREMENTS

2.1 Competencies:

- a) Values**
 - Integrity
 - Professionalism
 - Respect for diversity
- b) Core**
 - Accountability
 - Teamwork & collaboration
 - Communication
 - Commitment to continuous learning
 - Organisational awareness
- c) Functional**
 - Facilitating the Local Integration Process;
 - Empowering refugees;
 - Liaising with External Contacts.
- d) Cross-functional**
 - Analytical thinking
 - Stakeholder Management

3. EDUCATION

3.1 Mandatory:

University Degree in Social Sciences, Social Work, Economy, Political Science, International Relations, Administration, or other fields linked to humanitarian assistance

2. JOB EXPERIENCE

Previous job experience: 2 years.

Job experience relevant to the post: 2 years.

3. LANGUAGES

Fluency in English and Portuguese (oral and written) are essential to perform the functions of the Post.

Advanced Spanish knowledge is a strong asset.

5. DESIRABLE QUALIFICATIONS & COMPETENCIES

Excellent computer skills (MS Office, including Excel, Word and PowerPoint);

Communication, flexibility and adaptability skills;

Excellent interpersonal skills;

Good knowledge of UNHCR's protection mandate;

Experience and/or training in the field of Human Rights;

Demonstrated ability to work under pressure and in stressful situations.

6. REMUNERATION

The incumbent will receive a monthly salary of BRL2,500/month. Health Insurance provided by VANBREDA.

All applications must be in English and contain P.11 entry form, together with motivation letter and scanned copies of tertiary studies certificates.

Please send your complete application to UNHCR by email to brabr@unhcr.org, with subject title: Field Assistant

Please note closing date for internal applications is 17th March 2013.

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

**** Due to technical reasons, UNHCR-Brazil does not issue receipt of applications.***