

Título: **Oficial Asistente de Terreno**  
Grado: **NOA**  
Tipo de contrato: Temporal  
Lugar de trabajo: Tijuana, Baja California

---

### **CONTEXTO OPERACIONAL**

La violencia y la persecución causada por la delincuencia organizada como las “maras” del norte de Centroamérica continua siendo una causa de desplazamiento forzado para miles de personas que no encuentran alternativas de protección en su país y llegan a México. Adicionalmente, la inestabilidad política de Venezuela ha provocado que cada vez más personas lleguen a México en búsqueda de asilo.

En este contexto, para garantizar la eficiente respuesta humanitaria y la coordinación en la recepción, determinación del estatuto e integración de las personas con necesidades de protección internacional, el ACNUR apoya al Gobierno Mexicano en la implementación del Capítulo México del Marco Integral Regional para la Protección y Soluciones (MIRPS), la aplicación regional del “MIRPS”. El ACNUR en México está trabajando junto a la Comisión Mexicana de Ayuda a Refugiados, órganos del poder judicial, instituciones públicas y organizaciones de la sociedad civil en el desarrollo de una política integral de asilo. Esto incluye (de manera enunciativa más no limitativa): 1) el cálculo de las necesidades presupuestarias de los municipios, estados y federación para el desarrollo e implementación de una política integral de asilo; 2) establecer un mecanismo de funcionamiento entre los diversos niveles y órdenes de gobierno; 3) diagnosticar y articular la inserción de solicitantes de asilo y refugiados reconocidos en los programas y servicios nacionales ya existentes.

En México, el ACNUR cuenta con un red de cinco oficinas localizadas en Tapachula, Chiapas; Tenosique, Tabasco; Acayucan, Veracruz; Saltillo, Coahuila, y la Representación en la Ciudad de México.

---

**COMO POSTULAR:** Enviar solicitud al correo [mexmevac@unhcr.org](mailto:mexmevac@unhcr.org) con el asunto: **APPELLIDO/Oficial Asist Terreno/TIJ**; junto con el formato Historia Personal (P.11) que puede encontrar en: ([www.unhcr.org/recruit/p11.zip](http://www.unhcr.org/recruit/p11.zip)), su CV y una carta de una página indicando los motivos de su postulación.

**Está vacante es exclusivamente para candidatos de nacionalidad mexicana.**

**Fecha límite para postular: 12 de diciembre de 2018.** Se espera que la persona seleccionada esté disponible en enero de 2019.

**NOTA:** Solo se contactará a las personas que hayan sido considerados relevantes para el proceso de selección. Se aplicará un examen.



# UNHCR JOB DESCRIPTION

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

Date of Classification<sup>(1)</sup>: May 2013

(STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position Title: **Assistant Field Officer**

Position Grade: **NOA**

Position Location: Tijuana, Baja California

## PART 2B – POSITION REQUIREMENTS

**2.1 ORGANIZATIONAL CONTEXT.** *Define the role of the position within the team, describing its leadership role, if any, its 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 Snr Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive indirect guidance from other sections and units relevant to the country/regional 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 does not normally have any direct supervisory role. S/he has daily contacts with staff in the various field offices and with the functional units at the Country/Regional Office. S/he also has close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies to discuss matters of common interest.

**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 plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Knowledge of English and UN working language of the duty station if not 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.
- Knowledge of additional UN languages.

This is a Standard Job Description for all UNHCR Assistant Field Officer positions. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.