

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE

Position Title: Inter-agency Coordination Associate (Pending classification from the Job Evaluation Unit)

Vacancy N°: 113/19

Category & Level: General Service, G-6

Contract Type: Temporary Appointment

Location: Medellin, Colombia

Effective Date: At the soonest

Closing Date: **25 August 2019**

ORGANIZATIONAL CONTEXT

The Office of the United Nations High Commissioner for Refugees – UNHCR is mandated to lead and coordinate international action to protect refugees and solve 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, until they can return home voluntarily, integrate locally or to resettle in a third country. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of over 11,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people.

The Inter-agency Coordination Associate is supervised by the Head of Sub-Office. The incumbent receives regular guidance and advice from the supervisor. Advice and operational support may also be received from other senior staff and Inter-agency Coordination Unit in Bogotá. S/he is expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments.

To find out more information about UNHCR, please visit our [website](#).

FUNCTIONAL STATEMENT

Accountability (*key results that will be achieved*)

- Solid leadership of the Inter-agency Group on Mixed Migration Flows (GIFM, as it is known in Spanish) is established at local level.
- GIFMM is fully operational at the local level with clear TORs and articulation with other Inter-agency coordination mechanisms in place.
- UNHCR's Inter-agency co-leadership (with IOM) on the Mixed Migration Flows is fully established and respected by all partners.
- UNHCR's leadership on coordination and response as it relates to refugee component of the Mixed Flows is fully established and respected by all partners.
- Partnership networks for the Mixed Migration Flows, Refugee Protection and related issues are developed and maintained.
- GIFMM leads local planning and operational responses to mixed migration flows, coordinates analysis and strategic response on International Protection and Mixed Migration issues, and leads the coordination with the local Government.
- GIFMM produces regular, timely and up-to-date information, key messages, and situational analysis.

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

- Together with IOM and in close coordination with the national GIFMM and the Inter-agency unit in Bogotá, and the Head of UNHCR's office, develop clear TORs and related work plans for GIFMM.
- Co-lead the GIFMM locally and ensure coordination with all relevant actors, local governmental counterparts, local coordination mechanisms, and other stakeholders, following guidance from the head of UNHCR's office and the Interagency Unit in Bogota.
- Ensure GIFMM related issues are represented in other inter-agency workgroups (ELC, HNO etc.) as required.
- Manage and coordinate production of regular, timely and up-to-date information, key messages, and situational analysis of GIFMM.
- Organise visits, meetings and the annual consultations with relevant governmental donors, as well as for donor missions when required and give appropriate briefings, commentaries for visitors.
- Working with protection colleagues, ensure that international protection needs of persons within the mixed migration flows are visible and duly reflected in planning and response.
- Operationalize UNHCR's inter-agency policies ensuring its effective response on all aspects of refugee response, and maintain an inclusive inter-agency approach including migration interagency workgroups.
- Remain well-informed of various multilateral processes, including the UN Reform, UN governance and make timely recommendations to the Representation regarding their value to UNHCR, and possible positions and strategies as it relates to the implementation in the operation.
- Produce regular analysis and progress reports on inter-agency coordination for consideration by the Head of Sub-head Office.
- Establish and maintain contacts with donors and local organisations to promote general interest and understanding of refugee issues.
- Undertake other related activities as necessary.

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

- Represent UNHCR Sub – Office Medellin in Inter-agency fora, and with external counterparts at relevant fora, and at the appropriate level, in the region.
- Maintain and promote relations and partnership, at appropriate level, with Inter-agency partners, local governmental counterparts, and other stakeholders.
- Produce a high quality Inter-agency coordination strategy and update documents for consideration by the Representation.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Previous experience of six years in inter-agency coordination.
- Knowledge of UNHCR and interagency policies, standards, programmes and humanitarian operations in operational context.
- Knowledge of international protection and mixed migration issues, cross-border displacement and durable solutions.
- Demonstrated high level of tact, diplomacy and negotiation skills to navigate complex inter-agency context and to contribute to consolidating UNHCR/IOM co-leadership and coordination, particularly in relation to the Venezuelan influx.
- Demonstrated coordination and inter-personal skills.
- Demonstrated team management skills.
- Solid experience in humanitarian coordination (including but not limited to Protection Cluster coordination) is an asset.

- Emergency response experience is an asset.
- Excellent verbal and written fluency in both Spanish and English.
- Empowering and Building Trust
- Strategic Planning and Vision
- Leadership
- Innovation and Creativity
- Planning and Organizing
- Political Awareness

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Graduate degree (equivalent of a Masters) in Law Political or Social Sciences, International Relations, Journalism or other related fields
- Completed Protection Learning Programme.
- Coordination Skills Training.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable) by e-mail with “**113/19 LASTNAME, Name – Inter-agency Coordination Associate – ACNUR Medellin**” in the subject line to colbovac@unhcr.org by **25 August 2019**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>