



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No. 19/LIM/036

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|-------------------------|---|-----------------------|------------------|
| Title of Post | Associate Liaison Officer | Category/Grade | NOB |
| Post Number | 10031108 | Reporting Date | Immediately |
| Type of Contract | Fix Term Appointment (Initial contract – 1 year) | Date of Issue | 15 October 2019 |
| Location | Lima, Peru | Closing Date | 15 November 2019 |

Organizational Context (role of the position within the team, describing its leadership roles, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent):

The Associate Liaison Officer will report directly to the Representative.

Responsibility (process and functions undertaken to achieve results)

- Participates in maintaining relations and coordinating activities with the Government, other UN agencies, embassies and NGOs in order to promote /implement UNHCR's objectives and activities.
- Provide suggestions concerning policy matters in the area of responsibilities and ensure coordinated information flow and information-sharing on UNHCR's operations.
- Assists in organizing and implementing seminars or training programmes for target groups (government officials, etc.)
- Respond to queries from Government Officials, NGOs, individuals, etc. and provide the information required or appropriately refer the queries elsewhere.
- Assist the Representative in preparation of statements that represent UNHCR's overall policies and which highlight specific area of concern, ensuring that the Representative is prepared for meetings/missions by providing relevant information and establishing contacts.
- Performs other duties as required.

Required Competencies:

Managerial Competencies:

- Managing Performance
- Coaching and Developing Staff
- Political and Organization Awareness

Essential Minimum Qualifications and Experience

- Undergraduate degree (equivalent of a BA/BS) in Political Science, Economics, Law, Business Administration or related field. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- Knowledge of English and UN working language of the duty station if not English.
- 3 years of Job Experience relevant to the function.

***For National Officer positions, very good knowledge of local language and local institutions is essential.

Desirable Qualifications & Competencies

- Communication skills
- Computer skills
- Knowledge of additional UN languages.

Submission of Applications

This vacancy is open for qualified Peruvians only. Female candidates are encouraged to apply

IMPORTANT

Candidates who wish to be considered for this position should send their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae 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. File name should include the candidate's last name.

Written test may be administered.

All candidates should submit their application via e-mail to admin.peru@unhcr.org

Please quote the following Reference in the subject line and in your motivation letter:
Assc_Liaison_Officer_FTA_10031108

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.
- No phone calls please. All queries should be done by e-mail.