

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2020/001**

Title of Post	Field Assistant (CCCM)	Type of contract	UNOPS
Level	LICA 4	Location	Manaus, Brazil
Date of Issue	9 January 2020	Closing Date	26 January 2020

Operational Context:

As the influx of Venezuelans continues unabated and the humanitarian needs increase, UNHCR Brazil is rapidly scaling up its staffing and response in several field locations. Brazil's decision to implement a voluntary relocation initiative to move Venezuelans to other states to improve their integration prospects and relieve pressure from the border communities means that UNHCR-Brazil will continue to work closely with the Brazilian authorities on this initiative. Part of the strengthening of the operation included a rapid expansion of the staff and affiliated workforce to over 100 people distributed in the 6 offices UNHCR has in the country. This regular position has been created to respond to the increased level of field support needs arising in Brazil and the extension of the above-mentioned operation to Manaus.

Functional Statement:

Accountability

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.

Responsibility

- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Monitor and collect data on the general situation of the population of concern and report to the supervisor accordingly. Assess, and map emerging assistance needs and protection issues.
- Support the development and implementation of community-based protection strategies to identify and mitigate risks, conflicts as well as to put in place feedback and accountability mechanisms vis-à-vis the population of concern.
- Support capacity building activities to local partners with focus on shelter management, community-based protection and registration.
- Keep regular contacts with local authorities, implementing partners, population of concern and host community as requested by supervisor.
- Support with strengthening the coordination and relationship-building with community leadership groups and community members.
- In coordination with partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.

- Develop information sessions and campaign, Focus Groups Discussion, etc., in cooperation with partners, shelter management team and community members. Involve all relevant partners in site needs assessment and analysis.
- Liaising with partners and local authorities working in the sites for delivery, monitoring and coordination of service delivery purposes and for developing of CwC/outreach activities content, as requested by supervisor.
- Provide technical support to shelter management staff and capacity-building, when considered necessary.
- Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors and ensure coordination and information exchange.
- Support the local government/authorities in implementing their activities and upholding them to their obligations that meet the identified priority needs.
- Considering gender, protection, and GBV concerns in all aspects of activities. Ensure gender sensitive programming.
- Ensure strategies are developed to support and strengthen residents' livelihood initiatives.
- Identify and support the establishment of standards, guidelines and the production of SOPs, adapting to context of crises when necessary.
- Ensure that the relevant actors are aware of policy guidelines and technical standards.
- Ensure that responses are in line with existing policy guidance and technical standards and relevant government, human rights, and legal obligations.
- Ensure that CCCM responses build on local capacities, context specific strengths and national response capabilities.
- Undertake other relevant duties as required.

Authority

- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.

Essential Minimum Qualifications and Experience:

- Completion of the Secondary Education with post-secondary training/certificate in Law, Political Science or related field.
- Minimum 4 years of previous job experience relevant to the function.
- Computer skills.
- Excellent knowledge of Spanish and working knowledge of English.

Desirable Qualifications & Competencies:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Another relevant UN language or local language is an asset.

Required Competencies:

- Judgement and Decision Making
- Stakeholder Management
- Planning and Organizing

Eligibility:

All candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Submission of Applications:

If you wish to be considered for this vacancy, please submit **your signed Personal History Form to brabrhr@unhcr.org by January 26, 2020, with the subject line “BRABR/2020/001 - Field Assistant (CCCM), Manaus”**. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

The Personal History Form and its supplementary sheet can be downloaded in the following links:

<https://www.unhcr.org/recruit/p11new.doc>

<https://www.unhcr.org/recruit/unhcr-phf-sup.docm>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.