

**FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

**Functional Title & Grade: Senior Field Assistant, G5**

**Date of Issue: 13 January 2020**

**Contractual Status: Temporary Appointment**

**Deadline for applications: 21 January 2020**

**Vacancy Code: IRQ/ERB/TA/2020/003**

**Duration: Till the end of June (30/06/2020)**

**Duty Station: Erbil, Iraq**

**External Vacancies**

**OPERATIONAL CONTEXT**

Erbil Governorate hosts about 50% of all the refugees in KRI with the vast majority being Syrian refugees but also substantial number of Iranian, Turkish and Palestinian refugees. Nearly 78% of refugees reside in urban areas and the remaining 22% reside in four refugee camps for Syrian refugees. Non-Syrian refugees (mainly Turkish and Iranians of Kurdish origin) mainly live in urban areas and informal settlements.

Erbil governorate also hosts about 260,000 IDPs in six camps and urban areas. The camps accommodate about 20% of the total population of IDPs in Erbil. The overwhelming majority of IDPs in Erbil (about 80%) are living in non-camp locations and the rest in six IDP camps. The IDPs are in a situation of protracted displacement and the population is expected to remain relatively stable throughout 2019 and into 2020

The Senior Field Assistant reports to the Associate Field Officer or Protection/Field Officer or Head of Office and performs a variety of functions related to Field activities within the office. The supervisor defines general work objectives and provides necessary advice and guidance. The Field Associate may supervise some General Service support staff.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information, to establish understanding of respective needs; to ensure provision of services and resolution of problems and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

The humanitarian response in Iraq is transitioning from emergency response towards development. In this context, the candidate is expected to ensure that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners. The candidate should have experience in liaising with counterparts within the organization and outside the duty station, as well as with partners, including the private sector and other stakeholders to support efforts to establish new partnerships, collect information, monitor programme activities and implement administrative requirements. Demonstrated awareness of the political and security challenges which may impact the normal project delivery is needed. The candidate needs to have sound demonstrated skills in dealing with authorities and other stakeholders. The candidate should also have previous field and/or protection experience.

The incumbent will undertake the following responsibilities under the direct supervision of Associate Field Officer in Erbil Office.

**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.
- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).

**Responsibilities:**

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- 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.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- 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.

**REQUIRED COMPETENCIES**

- Analytical Thinking
- Planning and organizing
- Stakeholder Management

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 5 years of previous job experience relevant to the function.
- Computer skills.

**LANGUAGE**

- Excellent knowledge of English and working knowledge of another relevant UN language or local language.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Interested eligible applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs>, attaching the New Personal History Form with a covering letter in English explaining their interest in the positions.  
Kindly note that only electronic applications submitted through the website will be considered.

Please note that long-listed candidates may be requested to sit for a written test.  
Only short-listed applicants will be contacted, and engagement is needed immediately.