

**United Nations High Commissioner for Refugees (UNHCR)  
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2019/32  
Internal/ External Circulation**

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| <b>Position Title:</b><br>Shelter Associate | <b>Position Level:</b><br>G6                  | <b>Date Issued:</b><br>11/04/2019                    |
| <b>Positions No.:</b><br>10029850           | <b>Report To:</b><br>Senior Field Coordinator | <b>Closing Date:</b><br>25/04/2019                   |
| <b>Section/ Unit:</b><br>Sub-Office Aleppo  | <b>Duty Stations:</b><br>Aleppo               | <b>Contractual Status:</b><br>Fixed-Term Appointment |

**Availability of the Post:** Immediately

**Accountability**

- UNHCR Aleppo Sub-Office has sufficient support in the field of shelter and infrastructure thus better able to meet the needs of persons of concern.

**Duties and Responsibilities:**

- Participate in shelter needs assessment missions to shelter and infrastructure projects' fields/sites. Provide detailed technical input required for shelter, physical planning and infrastructure projects' plans, with due consideration to environmental concerns, local context, UNHCR operation and capacity of implementing partners.
- Work closely with UNHCR's Shelter IPs in the design, planning and formulation of all technical activities (according to UNHCR, Sphere, and National Standards) considering UNHCR's protection mandate and policy priorities to ensure a cost-effective, technologically sound and socially appropriate approach. In case of direct implementation by UNHCR, assist in planning and supervising project activities undertaken by UNHCR.
- Assist UNHCR's Shelter IPs in technical preparation, technical revision and technical evaluation of detailed shelter and infrastructure rehabilitation projects, including repair of damaged houses, shelter packages, access road works, WASH facilities, schools, health units, bakeries, civil affairs and other public buildings by revising technical specifications, BOQs, cost estimations and tender documents.
- Provide regular technical monitoring, guidance and supervision in shelter, construction, and infrastructure projects. This includes making recommendations to enhance work progress, time schedules, procurement of the required shelter materials to ensure timely implementation.
- Work closely with UNHCR Program, Protection, Supply and Field Units and assist in all technical queries (project-plans, BOQ, cost estimations, tender process, technical assessment) for program clearance and technical evaluation.
- Work closely with Inter Agency Coordination Officers to assist updating preparedness and emergency plans and make sure contingency-stock of items/materials for emergency shelter response are in place.
- Work closely with PI officers to assist finalizing the technical factsheet for PI purpose and contribute to reporting to donors regarding post-monitoring visits, technical results and identified gaps.
- Liaise and coordinate with stakeholders of shelter and infrastructure projects and provide regular technical reports to the supervisor and to other colleagues as appropriate.
- Assist in Shelter Sector Coordination works and follow ups if needed or requested.
- Perform any other relevant duties as required.

**Authority**

- Liaise with local authorities, NGOs and IPs on shelter and infrastructure projects in Aleppo.

- Provide technical support and advice on shelter related activities in Aleppo.

### **Qualification Required**

#### **Education and Skills:**

- Education: Completion of secondary education with certificate in civil engineering, architecture or physical planning.
- Technical drafting and designing skills, preferably with basis of computer-aided drafting (CAD) experience.
- Knowledge of SPHERE standards and the ability to use basic survey equipment, digital cameras, and computer equipment.
- Experience in developing shelter and settlement need assessments and undertaking gap analysis for development of shelter programs.
- Good verbal and drafting skills in English and Arabic.

#### **Experience:**

- Job experience: at least six (6) years of previous relevant work experience, preferably experience in UN agencies.

#### **Languages:**

- Fluency in English and Arabic.

### **Desirable Qualification**

- Knowledge of UNHCR shelter & WASH standards, as well as standards related to protection, environment and land use.
- Knowledge of UNHCR / UN systems and procedures.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2019/32, Shelter Associate, Aleppo**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

**Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

#### **Distribution:**

All UNHCR staff members in Syria  
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