

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

**Vacancy Announcement No. UNHCR/VN/ 2018/79
Internal/ External Circulation**

Position Title: Senior Cash-Based Interventions Assistant	Position Level: G5	Date Issued: 23/10/2018
Position No.: TA	Report To: Programme Officer	Closing Date: 06/11/2018
Section/ Unit: Sub-Office Qamishli	Duty Stations: Qamishli	Contractual Status: Temporary Appointment

Availability of the Post: Immediately

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).

Duties and Responsibilities:

- Coordinate data collection and cash assistance eligibility determination with relevant partners and contractors.
- Assist in monitoring the implementation of the UNHCR cash assistance programme including the delivery of all assistance item, monitoring of infrastructure, completion of home visits, etc.
- Export and manage data related to the cash assistance delivery.
- Perform data analysis and reporting as required.
- Coordinate with relevant units and personnel on decisions and visits related to cash assistance program.
- Coordinate with the bank and other institutes on actions related to cash delivery issues.
- Receive queries from internal UNHCR units and external agencies related to the cash assistance delivery and provide feedback and follow up as necessary.
- Ensure proper filing and record keeping.
- Perform other related tasks as required.

Authority

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

Qualification Required

Education and Skills:

- Education: Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Computer skills, including knowledge of database applications.

Experience:

- Minimum 5 years of previous job experience relevant to the function.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- Knowledge of UNHCR programmes and activities.
- Experience in working with UNHCR contractors and partners.
- Experience in Cash-Based interventions.
- Working experience in MS/Excel and MS/Access.

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/2018/79, Senior Cash-Based Interventions Assistant, Qamishli**

All applications must be submitted by e-mail to: 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:

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