

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

**Vacancy Announcement No. UNHCR/VN/ 2018/49
Internal/External Circulation**

Position Title: Associate Field Officer	Position Level: NOB	Date Issued: 05/06/2018
Position No.: 10019808	Report To: Senior Operations Manager	Closing Date: 19/06/2018
Section/ Unit: Operations	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).
- The needs of persons of concern in the AoR are assessed and analysed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- Protection incidents and gaps in assistance are immediately identified and addressed.

Duties and Responsibilities:

- Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of refugees.
- Assess protection and assistance needs of refugees and asylum-seekers in the region and monitor implementation of refugee assistance programmes.
- In co-ordination with implementing partners, handle the reception, registration and provision of assistance to persons of concern to UNHCR.
- Provide inputs for project submissions and periodic narrative and financial reports for the annual programme.
- Develop and maintain relations with local authorities ensuring smooth negotiations in all aspects of UNHCR's mandate for the benefit of refugees.
- Monitor the security situation in the area and intervene as appropriate with the local authorities.
- Undertake other relevant duties as required.

Authority

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.
- Approve expenditures within the DOAP.

Qualification Required

Education and Skills:

- Education: Undergraduate degree (equivalent of a BA/BS) in Law, Political Sciences or related fields.
- Field experience.

Experience:

- Minimum 3 years of previous work experience relevant to the function. 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.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.

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/2018/49, Associate Field Officer, Damascus**

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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