

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

**Vacancy Announcement No. UNHCR/VN/ 2019/11
Internal/ External Circulation**

Position Title: Shelter Associate	Position Level: G6	Date Issued: 06/02/2019
Positions No.: 10029865	Report To: Head of Field Office	Closing Date: 20/02/2019
Section/ Unit: Field Office Sweida	Duty Stations: Sweida	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- UNHCR Sweida Office has sufficient support in the field of shelter thus better be able to address technical issues related to shelter projects and meet the needs of persons of concern.

Duties and Responsibilities:

- Provide technical input related to physical planning of shelter, infrastructure and associated fields, with due consideration to environmental concerns, to the local context, UNHCR operation and implementing partners involved in assisting persons of concern to UNHCR.
- Work with UNHCR's Implementing Partners in the design, planning and formulation of activities to ensure cost effective, technologically sound and socially appropriate approach.
- Provide technical guidance and supervision in shelter and site construction activities. This includes making recommendations on the procurement of the required shelter materials, equipment and tools to ensure timely implementation.
- Provide technical guidance and supervision to UNHCR partners taking into account the technical standards and UNHCR's protection mandate and policy priorities, such as the environment, women and children, groups with specific needs, etc.
- Provide regular technical reports to the supervisor and to other colleagues as appropriate.
- Perform other relevant duties as required.

Authority

- Liaise and consult with relevant government officials, NGOs and IPs on shelter issues
- Provide technical support and advice on shelter related activities.
- Participate in monitoring of the implementation of shelter activities.

Qualification Required

Education and Skills:

- Education: Completion of secondary education with post-secondary certificate, training in civil engineering/Architecture or related field.
- Technical drafting and design skills, preferably with basis computer-aided drafting (CAD) experience.
- Knowledge of SPHERE standards and the ability to use basic survey equipment, digital cameras, and computer equipment.

Experience:

- Job experience: At least six (6) years of previous relevant work experience.
- Experience in supervision of basic construction works.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- Knowledge of UNHCR / UN systems and procedures desirable.

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/2019/11, Shelter Associate, Sweida**

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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