

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

**Vacancy Announcement No. UNHCR/VN/ 2017/30
Internal/External Circulation**

Position Title: Senior Field Assistant (Cash Assistance)	Position Level: GL5	Date Issued: 11/06/2017
Position No.: 10021955	Report To: Assistant Field Officer	Closing Date: 25/06/2017
Section/ Unit: FO Qamishli	Duty Stations: Hassake/Qamishli	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability:

- Cash Assistance process is effectively managed.
- Organizational procedures and standards for cash assistance are strictly followed and implemented.

Duties and Responsibilities:

- In coordination with the Field Office/Field Unit assist in the assessment and provision of assistance to persons of concern to UNHCR.
- Co-ordinate with partners and focal points on beneficiary lists that reflect the situation of cash assistance and cross check the data to avoid duplication and maintain an error-free list.
- Participate in Cash Assistance distributions, verification and monitoring exercises and follow up, on a regular basis, on routine problems people of concern may encounter with assistance (access to ATM, bank delays etc.).
- Under the guidance of the Supervisor liaise with bank local branches to solve routine issues and obtain information on advances for cash distributions preparation.
- Maintain the filing of financial records for all cash assistance related documents (official letters, lists of beneficiaries, correspondence with authorities).
- Keep track & update the inventory of the ATM cards (receipt, issuance and disposal of unclaimed cards), keep track & update the inventory of the cheques distributed and cashed.
- Take part in the regular monitoring of the implementation of UNHCR assistance programs.
- Collect/ update data and other information on beneficiaries with particular attention to the identification of people with special needs.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Perform any other related duty as requested.

Qualification Required

Education and Skills:

- Education: Completion of secondary education with training/certificate in a related field.
- Excellent IT skills and Microsoft Office (especially Excel & Access) and experience in developing and using databases.
- Highly attentive to detail and accuracy

Experience:

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

Languages:

- Fluency in English and Arabic.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Advance Knowledge of UNHCR specific programmes (Progress, MSRP, RIAS, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

For Syrian or Syrian Palestinian only

Please apply in writing (P.11, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

Attention Vacancy No: UNHCR/VN/2017/30, Senior Field Assistant (Cash Assistance), Hassake/Qamishli

Applications: must be submitted by e-mail to the address indicated below:

Human Resources <SYRDAHUMANRES@unhcr.org> No hard copies (paper applications) will be accepted. Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails. Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be down loaded from:
<http://www.unhcr.org/recruit/p11new.doc>

P.11 form is mandatory and should be SIGNED by applicant.

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