

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

**Vacancy Announcement No. UNHCR/VN/ 2019/31
Internal/ External Circulation**

Position Title: Shelter Associate	Position Level: G6	Date Issued: 10/04/2019
Positions No.: 10029852	Report To: Senior Field Coordinator	Closing Date: 24/04/2019
Section/ Unit: Sub-Office Homs	Duty Stations: Homs	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- UNHCR Country Office has sufficient support in the field of shelter thus better able to 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, implementing partners and other agencies involved in assisting persons of concern to UNHCR.
- Work with UNHCR's Implementing Partners in the design, planning and formulation of activities to ensure a cost-effective, technologically sound and socially appropriate approach. In case of direct implementation by UNHCR, assist in the design and supervision of construction activities undertaken by UNHCR.
- 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 to UNHCR BO, Field offices, partners and other stakeholders, taking into account the technical standards (UNHCR/Sphere/National) 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 intervene with government officials, NGOs and IPs on shelter issues.
- Provide technical support and advice on shelter related activities.

Qualification Required

Education and Skills:

- Education: Completion of secondary education with post-secondary certificate in civil / environmental / public health engineering, social development or architecture or planning, or a similar operational 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.
- Good verbal and drafting skills in English and Arabic.

Experience:

- Job experience: at least six (6) years of previous relevant work experience.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- 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/2019/31, Shelter Associate, Homs**

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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