

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

**Vacancy Announcement No. UNHCR/VN/ 2018/56  
Internal/External Circulation**

<b>Position Title:</b> Reporting Associate	<b>Position Level:</b> G6	<b>Date Issued:</b> 8 July, 2018
<b>Position No.:</b> n/a	<b>Report To:</b> Head of Field Office	<b>Closing Date:</b> 18 July, 2018
<b>Section/ Unit:</b> Reporting	<b>Duty Stations:</b> Sweida	<b>Contractual Status:</b> Temporary Appointment

**Availability of the Post:** Immediately

**Accountability**

- The reporting requirements are fulfilled accurately and in a timely manner.

**Duties and Responsibilities:**

- Stay abreast with the operational developments and assist in the preparation of briefing notes and reports.
- Assist in consolidation of data and facilitate the preparation of periodic reports including Sitreps, Fact Sheets and other activity specific reports.
- Liaise with internal and external partners to gather information.
- Work closely with Information Management Unit to ensure accurate and standard data presentation.
- Assist in the development of funding submissions, appeals and reports.
- Prepare and distribute meeting minutes.
- Consolidate and provide inputs for donor reports.
- Perform any related other duties as required.

**Authority**

- Enforce compliance with reporting requirements.

**Qualification Required**

**Education and Skills:**

Completion of the Secondary Education with certificate/ training in Journalism or International/Humanitarian law or other related fields.

**Experience:**

Minimum 6 years of relevant job experience.  
Excellent communication and strong interpersonal skills.

**Languages:**

Excellent knowledge of English and local language.

**Desirable Qualifications & Competencies:**

- Completion of relevant UNHCR training programmes.
- Experience with dealing with the public and diverse stakeholders.

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/2018/56, Reporting Associate, Sweida**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto: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.**



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:  
<http://www.unhcr.org/recruit/pl1new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

**Distribution:**

All UNHCR staff members in Syria

UN organizations in Syria

Specialized Agencies

Diplomatic Missions

International NGOs

Non-government Organizations

Embassies