

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

Vacancy Announcement No. UNHCR/VN/2017/57

External/Internal Circulation

Position Title: Filed Assistant	Position Level: GL4	Date Issued: 09/10/2017
Position No.: 10021949	Report To: Assistant Field Officer	Closing Date: 22/10/2017
Section: Field	Duty Station: FO Tartous	Contractual Status: Fixed Term Appointment

Availability of the post: Immediately

Accountability

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.

Duties and Responsibilities:

- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Undertake other relevant duties as required.

Authority

- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.

Qualification Requirements:

Education and Skills:

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.

Experience:

- Minimum 3 years of previous job experience relevant to the function.
- Computer skills.

Languages:

- Excellent knowledge of English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

For Syrian or Syrian Palestinian only

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

Attention Vacancy No: UNHCR/VN/ 2017/57, Field Assistant, Tartous

Applications must be submitted by e-mail only, to email address: SYRDAHUMANRES@unhcr.org with reference to the vacancy announcement number, position number and title on the subject of application's e-mails. 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 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.

Distribution:

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