

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

**Functional Title & Grade: Senior Field Assistant, GL5**

**Date of Issue: 18 September , 2017**

**Position Number : 10014296**

**Deadline for applications: 1 October 2017**

**Contractual Status: Fixed Term Appointment ( 1 Year )**

**Duty Station: Khanaqin , Iraq**

## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

### OPERATIONAL CONTEXT:

Due to the conflict in Iraq, more than 3 million people are displaced. In Garmiyan the programme mainly addresses Iraqi IDPs in both the camp and non-camp settings and works closely with the UNHCR Field Office in Sulaymaniyah.

In Garmiyan Administration and Diyala Governorate there are an estimated 70,000 IDPs with approximately 15% living in four camps. UNHCR plays a vital role in both refugee and IDP response where UNHCR oversees implementation of basic shelter, WASH and camp infrastructure, provides technical guidance to partners implementing projects and leads the Protection Working Group, Shelter & NFI Cluster and Camp Coordination and Camp Management cluster in close collaboration with the Government, other UN Agencies, international and local NGOs.

The Snr. Field Assistant will be supervised by the Field Officer (Protection) and will serve as the focal point for CCCM, distributions, including helping develop projections, organizing distribution (non-food items and winterization) and following up with partners on reporting and NFI management. The Senior Field Assistant should have field experience in the areas of assessments, working with Populations of Concern as well as identifying and responding to the needs of vulnerable individuals and groups. In addition, the Senior Field Assistance supports operations by regularly visiting camps to identify key issues, speak with PoC, and follow-up with camp management to ensure services are being provided.

Information Management is a critical function of this post, and the Senior Field Assistance should help manage field team databases and distribution spreadsheets, The supervisor will define work processes and provide regular advice and guidance.

The incumbent will be focal point person for Camp Coordination and Camp Management, Shelter and NFIs activities in Garmiyan AoR.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

The incumbent will undertake the following responsibilities under the overall supervision of the Field Officer (Protection) Officer in Sulaymaniyah Office.

### FUNCTIONAL STATEMENT:

#### **Accountability:**

- Overall coordination of Camp Coordination and Camp Management, Shelter and NFIs.
- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.
- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).

#### **Responsibility:**

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor and Sulaymaniyah Field Office accordingly.
- Assist in coordination of CCCM, Shelter and NFIs activities in Garmiyan AoR, including the delivery of all assistance items and monitoring of monitoring partners implementation of physical infrastructure projects.
- Undertake regular visits to various sites in order to assess needs of persons of concern, with particular attention to vulnerable groups.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Inform and act on the reports received on persons of concern within the refugee community or from the local authorities.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
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- 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.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been

- accommodated and report accordingly.
- 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.

**REQUIRED COMPETENCIES:**

- Empowering and Building Trust
- Managing Performance
- Judgement and Decision Making
- Strategic Planning and Vision
- Managing Resources
- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Planning and Organizing
- Stakeholder Management

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:**

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 5 years of previous job experience relevant to the function.
- Proficiency with computer skills, in particular Excel skills (MS Office Excel).
- Excellent knowledge of English, Kurdish and Arabic.

**LANGUAGE:**

Fluency in 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.
- Good presentation skills to train partners and provide technical support to partners
- Previous field experience with UNHCR or other humanitarian organizations

Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:  
**e-mail: [irqerb@unhcr.org](mailto:irqerb@unhcr.org)**

**Please indicate the post title you are applying for in the subject.**

**Only short-listed applicants will be contacted, and engagement is needed immediately.**