FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

| Functional Title & Grade: Senior Cash-Based Interventions Assistant, GS-5 |
| Contractual Status: Fixed-Term Appointment |
| Position Number: 10029929 |
| Vacancy Code: IRQ/SUL/FTA/2020/009 |
| Duration: One year |
| Duty Station: Suleimaniyah, Iraq |

Date of Issue: 01 March 2020
Deadline for applications: 15 March 2020

OPERATIONAL CONTEXT

The Senior Cash-Based Interventions (CBI) Assistant is supervised by a Senior CBI/Programme or Field staff. S/he performs a variety of functions related to cash assistance activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent will assist in monitoring the quality of the provision of cash assistance for the operation under area of responsibility. S/he will be required to maintain strong relations with other units within UNHCR as well as operational partners and contractors working with UNHCR on the delivery of cash assistance to persons of concern.

The candidate should have experience in working with persons in displacement settings, especially with regards to delivering protection through cash-based interventions. This includes ensuring a safe and dignified access to cash assistance, targeting different groups as per their ages, gender or diversity components. The candidate should have relevant experience in monitoring and evaluation and reporting mechanisms, ability to assess the impact of assistance on project beneficiaries, demonstrate solid analytical skills. H/she should be able to proactively plan and follow-up on individual cases, being able to effectively work with communities, refugees, internally displaced persons, UNHCR partner agencies and timely address issues identified in the cash flow to ensure completion of the cash-out process.

The candidate should be a strong team player, being able to work with people of different backgrounds and in a multicultural environment. H/she should have very good communication skills, being able to tailor communication to the different target groups. The candidate should have solid knowledge in Arabic and English languages, including very good drafting skills.

The incumbent will undertake the following responsibilities under the direct supervision of Associate Protection Officer in Suleimaniyah Office.

Functional statement:

Accountability:
- 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).

Responsibilities:
- Coordinate data collection and cash assistance eligibility determination with relevant partners and contractors.
- Assist in monitoring the implementation of the UNHCR cash assistance programme including the delivery of all assistance item, monitoring of infrastructure, completion of home visits, etc.
- Export and manage data related to the cash assistance delivery.
- Perform data analysis and reporting as required.
- Coordinate with relevant units and personnel on decisions and visits related to cash assistance program.
- Coordinate with the bank and other institutes on actions related to cash delivery issues.
- Receive queries from internal UNHCR units and external agencies related to the cash assistance delivery and provide feedback and follow up as necessary.
- Ensure proper filing and record keeping.
- Perform other related tasks as required.

Authority:
- Liaise with populations of concern, assistance beneficiaries, and partners.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.
### REQUIRED COMPETENCIES
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

### 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.
- Computer skills, including knowledge of database applications.

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

### DESIRABLE QUALIFICATIONS & COMPETENCIES
- Knowledge of UNHCR programmes and activities.
- Experience in working with UNHCR contractors and partners.
- Experience in Cash-Based interventions.
- Working experience in MS/Excel and MS/Access.

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Interested eligible applicants should apply through the provided link https://www.unhcr.org/iraq-jobs, attaching the New Personal History Form with a covering letter in English explaining their interest in the positions.

Kindly note that only electronic applications submitted through the website will be considered.

Please note that long-listed candidates may be requested to sit for a written test.

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