

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**  
**EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No: 02/2021**

<b>Title of Post</b>	<b>Senior Field Assistant</b>	<b>Category/grade</b>	<b>LICA 5</b>
<b>Contract duration</b>	<b>Up to 31 December 2021, with possibility of renewal</b>	<b>Type of contract</b>	<b>UNOPS</b>
<b>Location/Unit</b>	<b>Rabat, Morocco/ RSD Unit</b>	<b>Date of Issue</b>	<b>20 January 2021</b>
<b>Effective date of assignment</b>	<b>February 2021</b>	<b>Closing Date</b>	<b>3 February 2021</b>

**Organizational Setting and Work Relationships**

The Senior Field Assistant is a member of the Registration team. Under the direct supervision of the Senior Protection Associate, the incumbent is responsible for supporting all activities related to reception and field. She/he provides counselling to, and responds to queries from, asylum seekers and refugees regarding registration and RSD. She/he is also responsible to activate adequate internal referrals and liaise with other protection units. The Senior Field Assistant may assist in compiling and collecting data related to first contact procedures in the Operation. The incumbent may provide interpretation and/or translation services in cases for which s/he has the required language competencies. The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information under the direction of the supervisor. The Senior Field Assistant will also be responsible to assist in maintaining adequate procedures for physical files archiving.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**Duties**

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- 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.

- 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.
- 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.
- Perform other related duties as required.

## **Minimum Qualifications**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

#### **Certificates and/or Licenses**

Business Administration

Law

Political Science

#### **Relevant Job Experience**

##### **Desirable**

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

#### **Functional Skills**

\*IT- Computer Literacy

MS-Drafting, Documentation,

#### **Language Requirements**

Knowledge of French and English.

## **Competency Requirements**

### **Core Competencies**

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

### **Cross-Functional Competencies**

Analytical Thinking

Planning and Organizing

## **Eligibility**

The position is open for nationals and foreigners who are legally present in Morocco.

## **Submission of Applications:**

If you wish to be considered for this vacancy, please submit your **completed and signed PHF, the letter of motivation and the copies of your diplomas by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to: morrajob@unhcr.org by the closing date.**

The Personal History Form (PHF) and its supplementary sheet is attached.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

*Refugees – who cares? We Do*