

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

**Vacancy Announcement No. UNHCR/VN/ 2017/74  
Internal/External Circulation**

<b>Position Title:</b> Liaison Associate	<b>Position Level:</b> GL6	<b>Date Issued:</b> 20/11/2017
<b>Position No.:</b> 10028183	<b>Report To:</b> Executive Assistant	<b>Closing Date:</b> 04/12/2017
<b>Section/ Unit:</b> Executive Unit	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**Accountability**

- Information provided to the external parties is correct and duly approved by the Representative.
- All drafts of relevant correspondence and reports are prepared in time and as per requirements.

**Duties and Responsibilities:**

- Assist in the establishment of close working relations with officials in various ministries especially Ministry of Foreign Affairs.
- Inform the Representative on a continuing basis of relevant information on the outcome of discussions with MFA on various issues.
- Accompany the Representative/Deputy Representative and Headquarters visitors on missions and meetings.
- Draft correspondence and reports as required.
- Assist in preparation for different visits and missions to the operation.
- Undertake other duties as required. .

**Authority**

- Initiate upon request of the Representative the contact with the relevant external parties on various issues.
- Coordinate with different units in the office that information presented to the MFA is duly verified and endorsed by the Representative.

**Qualification Required**

**Education and Skills:**

- Completion of secondary education with post-secondary training/certificate in a related field.

**Experience:**

- Minimum 6 years of work experience relevant to the function.

**Languages:**

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

**DESIRABLE QUALIFICATIONS & COMPETENCIES:**

- Good knowledge of UNHCR operations and good political awareness.

**For Syrian or Syrian Palestinian only**

Please apply in writing (Personal History Form, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

**Attention Vacancy No: UNHCR/VN/2017/74, Liaison Associate, Damascus**

**Applications:** must be submitted by e-mail to the address indicated below:

Human Resources <[SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org)> No hard copies (paper applications) will be accepted.

Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails.

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 Form is attached or can be downloaded from:

[http://www.unhcr.org/sy/wp-content/uploads/sites/3/2017/10/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/sy/wp-content/uploads/sites/3/2017/10/UNHCR_Personal_History_Form_October-2017.docm)

**Personal History Form is mandatory and should be SIGNED by applicant.**

**Distribution:**

All UNHCR staff members in Syria  
UN organizations in Syria  
Specialized Agencies  
Diplomatic Missions  
International NGOs  
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