

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

**Vacancy Announcement No. UNHCR/VN/ 2018/70  
Internal/ External Circulation**

<b>Position Title:</b> Livelihoods Associate	<b>Position Level:</b> G6	<b>Date Issued:</b> 14/08/2018
<b>Position No.:</b> 10029866	<b>Report To:</b> Head of Office	<b>Closing Date:</b> 28/08/2018
<b>Section/ Unit:</b> Field Office Sweida	<b>Duty Stations:</b> Sweida	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**Accountability**

- UNHCR's country operation has sufficient support in the field of livelihoods thus better able to meet the needs of persons of concerns.

**Duties and Responsibilities:**

- Work with the multi-functional team, more specifically with the protection unit, to collect information about the legal framework for the right to work and rights at work.
- Build a strong relationship with relevant stakeholders to enhance economic inclusion of UNHCR persons of concern. This includes working with economic development agencies to adapt their programmes to become inclusive of UNHCR persons of concern, working with the private sector to enhance inclusion of UNHCR person of concern in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector services providers to include UNHCR persons of concerns in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Support the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation the engagement of development programmes.
- Participate in necessary assessments in collaboration with relevant private and public stakeholders. This includes impact assessments on local economies and surveys that help to inform interventions and identify investment and funding opportunities that enhance the economic inclusion of UNHCR person of concern.
- May participate in planning, partners' selection and monitoring UNHCR livelihoods interventions ensuring compliance with UNHCR Minimum Criteria for Livelihoods programming.
- Perform any other related functions as required.

**Authority**

- Liaise with partners and authorities on livelihoods related issues under the technical guidance of the supervisor.
- Prepare field reports and other relevant reports relating to livelihoods and make recommendations for interventions that enhance refugee economic inclusion to the designated officer.

## **Qualification Required**

### **Education and Skills:**

- Education: Completion of secondary education with certificate/training in the field of economics, business administration, socio-economic development, financial management or other related fields.
- Experience working with private sector, NGOs, UN organizations, and government authorities in sub-sectors relevant to livelihood engagement e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc

### **Experience:**

- Minimum 6 years of experience relevant to the function.

### **Languages:**

- Fluency in English and Arabic.

## **Desirable Qualification**

- Experience with participating in relevant studies, including socio-economic assessments, livelihoods market analysis.
- Field experience.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/70, Livelihoods Associate, Sweida**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. 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 competitive process, and will be invited for a written test and an interview.

**Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/pl1new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

### **Distribution:**

All UNHCR staff members in Syria  
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