

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

**Vacancy Announcement No. UNHCR/VN/ 2018/16  
Internal/External Circulation**

<b>Position Title:</b> Field Officer	<b>Position Level:</b> NOC	<b>Date Issued:</b> 29/01/2018
<b>Position No.:</b> 10011695	<b>Report To:</b> Senior Field Coordinator	<b>Closing Date:</b> 12/02/2018
<b>Section/ Unit:</b> Field	<b>Duty Stations:</b> Aleppo	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**Accountability**

- UNHCR's operations in the area of responsibility (AoR) are designed to meet the needs of persons of concern.
- An effective monitoring system of the field operations is in place resulting in better service to the persons of concern.
- The protection needs of populations of concern are met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles governing humanitarian coordination.
- Protection incidents and gaps in assistance are immediately identified and addressed.

**Duties and Responsibilities:**

- Prepare project proposals; draw up plan of operation for implementation, including institutional arrangements for budgets.
- Assess refugee needs in the various fields of assistance and make recommendations for the establishment of projects, adjustment or discontinuation of existing projects and advise the Head of Office accordingly.
- Closely monitor the implementation of projects under the geographical area of responsibility and ensure the provisions under the agreements signed with the implementing partners are being adhered to.
- Regularly prepare written reports on the implementation of projects and the situation in the sites.
- Maintain good working relations with local government officials, implementing partners and other agencies in the area.
- Report immediately on any security problems that may occur affecting programme, beneficiaries and the smooth running of the operation.
- Provide assistance to UNHCR Technical advisers and consultants as well as visitors visiting project sites.
- Undertake other relevant duties as required.

**Authority**

- Represent UNHCR in the Field.
- Negotiate with local authority counterparts, partners and populations of concern.
- Approve expenditures within the DOAP.

## **Qualification Required**

### **Education and Skills:**

- Education: Undergraduate degree (equivalent of a BA/BS) in Law, Political Sciences or related fields.

### **Experience:**

- Minimum 6 years of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) plus 5 years or Doctorate degree (equivalent of a PhD) plus 4 years of previous relevant work experience may also be accepted.
- Field experience.

### **Languages:**

- Fluency in English and Arabic.

## **Desirable Qualifications & Competencies:**

- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.

### **For Syrian or Syrian Palestinian only**

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/2018/16, Field Officer, Aleppo**

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.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

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

### **Distribution:**

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