

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

**Vacancy Announcement No. UNHCR/VN/ 2017/72  
Internal/External Circulation**

<b>Position Title:</b> Assistant Field Officer	<b>Position Level:</b> NOA	<b>Date Issued:</b> 15/11/2017
<b>Position No.:</b> TA	<b>Report To:</b> Field Officer	<b>Closing Date:</b> 29/11/2017
<b>Section/ Unit:</b> Field Office	<b>Duty Stations:</b> Tartous	<b>Contractual Status:</b> Temporary Appointment

**Availability of the Post:** Immediately

**Accountability**

- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).
- The needs of persons of concern in the AoR are assessed and analysed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

**Duties and Responsibilities:**

- Assess the needs of persons of concern in the AoR and formulate project submissions in collaboration with district authorities and implementing partners.
- Promote and monitor the implementation of assistance projects.
- Report regularly on rate of flow of new arrivals and estimate expected influx based on interviews with persons of concern.
- In co-ordination with implementing partners, assist with the reception, registration and provision of assistance to persons of concern to UNHCR.
- Keep track of cases of detention; register applicants for voluntary repatriation and family reunion.
- Assist in the preparation of monthly sectoral reports and submit material for preparation of periodic project monitoring reports and year-end reports.
- Undertake other relevant duties as required.

**Authority**

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.

**Qualification Required**

**Education and Skills:**

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

**Experience:**

- Minimum 1 year of previous relevant work experience.

**Languages:**

- Fluency in English and Arabic.

**DESIRABLE QUALIFICATIONS & COMPETENCIES:**

- Field experience.
- 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 (Personal History Form, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

**Attention Vacancy No: UNHCR/VN/2017/72, Assistant Field Officer, Tartous**

**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:**

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