

United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria
Vacancy Announcement No. UNHCR/VN/ 2019/52
Internal/ External Circulation

Position Title: Shelter Associate	Position Level: G6	Date Issued: 08/12/2019
Positions No.: 10029865	Report To: Head of Office	Closing Date: 22/12/2019
Section/ Unit: Field Office Sweida	Duty Stations: Sweida	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Duties and Responsibilities:

- Participate in shelter needs assessment missions to shelter and infrastructure projects' fields/sites. Provide detailed technical input required for shelter, physical planning and infrastructure projects' plans, with due consideration to environmental concerns, local context, UNHCR operation and capacity of implementing partners.
- Provide technical support to UNHCR IPs in all the aspects relating to shelter and infrastructure projects through the whole project life-cycle (according to UNHCR, Sphere, and National Standards), liaising cross sectoral as appropriate
- In the case of direct implementation by UNHCR (contractor led approach), assist in planning, supervising, monitoring and reporting project activities undertaken by UNHCR.
- Assist UNHCR's Shelter IPs in technical preparation, technical revision and technical evaluation of detailed shelter and infrastructure rehabilitation projects, including (but not limited to) repair of damaged houses, shelter packages, access road works, WASH facilities, schools, health units, bakeries, civil affairs and other public buildings by revising technical specifications, BQs, cost estimations and tender documents.
- Provide regular technical monitoring, guidance and supervision in shelter, construction, and infrastructure projects. This includes making recommendations to enhance work progress, time schedules, and procurement of the required shelter materials to ensure timely implementation.
- Work closely with UNHCR Programme, Protection, Supply and Field Units and assist in all technical queries (project-plans, BQ, cost estimations, tender process and technical assessment) for program clearance and technical evaluation.
- Work closely with inter-agency coordination officers to assist updating preparedness and emergency plans and make sure contingency stock of items/materials for emergency shelter response are in place.
- Work closely with communication officers to assist finalizing the technical factsheet for PI purpose and contribute to reporting to donors regarding post-monitoring visits, technical results and identified gaps.
- Liaise and coordinate with stakeholders of shelter and infrastructure projects and provide regular technical reports to the supervisor and to other colleagues as appropriate.
- Monitor the implementation of shelter and infrastructure construction activities and report through standard channels e.g. SIP making information available for functional unit
- Liaise with local authorities, NGOs and IPs on shelter and infrastructure projects.
- Provide technical support and advice on shelter related activities.
- Perform other related duties as required.

Required Qualification and Competencies

Education and Skills:

- Education: certificate and/or license in Civil Engineering, Architecture or another relevant field.
- IT-MS Office Applications
- SP-Autocad software
- SP-CAD/CAM Computer-Aided Design & Manufacturing
- MS-Drafting, Documentation, Data Presentation

- SP-Sphere Handbook
- SP-Shelter Assessment including survey/implementation/monitoring/evaluation/coordination
- SP-Shelter and Site Planning Technical Guidelines and Standards
- UN-Knowledge of UN/UNHCR terminology

Experience:

- Job experience: 6 years relevant experience with High school diploma.
- Knowledge of SPHERE standards and the ability to use basic survey equipment, digital cameras, and computer equipment. Experience in developing shelter and settlement need assessments and undertaking gap analysis for development of shelter programs.

Languages:

- Fluency in English and Arabic.

Competencies:

- **Core Competencies:**

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

- **Managerial Competencies:**

Empowering and Building Trust

- **Cross-Functional Competencies:**

Analytical Thinking
Technological Awareness
Innovation and Creativity

Desirable Qualification

- Knowledge of computer graphics, AutoCAD and mapping software as well as the capacity to use mapping tools (GPS), and digital photographic equipment, and related software (map info etc.)

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/2019/52, Shelter Associate, Sweida**

All applications must be submitted by e-mail to: 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/p11new.doc>

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

Distribution:

All UNHCR staff members in Syria
UN organizations in Syria
Specialized Agencies
Diplomatic Missions
International NGOs
Non-government Organizations
Embassies