



VACANCY ANNOUNCEMENT

Post Title:	Field Assistant
Duty Station:	Santa Elena, Flores, Petén
Duration of Assignment:	15 July thru 31 December 2018
Type of Contract:	Local Individual Contract Agreement - UNOPS
Employment Conditions:	Between GTQ 10,500.00 and Q.11,000.00/monthly and medical insurance

Important Notice: People interested in applying for this position must be Nationals from Guatemala or must hold a valid work permit in Guatemala

Qualified candidates who are interested in the below position are invited to submit their written application, attaching a UN Personal History Form (P11) and motivation letter (1 page maximum) **not later than 9 July 2018**. Application documents should be sent by email to UNHCR (panpava1@unhcr.org and guatemala@unhcr.org), including the reference of ROPAN “**Field Assistant Application UNHCR Peten**” in the subject field.

Candidates may download the UN Personal History Form (P11) in the following link:
<http://onu.org.gt/2018/05/09/acnur-invita-a-aplicar-a-vacante/>

Due to the foreseen number of applications, only persons shortlisted will be contacted.

General Background of Project or Assignment:

The Field Assistant is normally supervised by the Field Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor exercises close control and regular review of the work processes and provides regular advice and guidance.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

In the context of Field Office Peten, the incumbent will mainly focus on the design, implementation and monitoring of projects' activities related to the MIRPS (*Marco Integral Regional de Protección y Soluciones* in Spanish)/CRRF that will include, inter alia, quick impact projects, community consultation and engagement, information and communication initiatives, community (including UNHCR' persons of concern) mobilization in the departments of Izabal and Peten. The scope of these activities will be related to the gear up the overarching objective of enhancing safe transit and dignified reception of migrants and refugees in the two departments. The Field Assistant is required to spend a substantial percentage of her/his time working outside the office, being part of a multifunctional team consisting

of field, protection and administration staff to ensure quality and timely deliverable within the second half of 2018.

Purpose and scope of assignment:

Under the direct supervision of the UNHCR Head of Field Office in Peten, the Field Assistant will undertake the following tasks:

Accountability (*key results that will be achieved*)

- UNHCR office has sufficient administrative and local support for the field activities thus better able to meet the needs of persons of concern.

Responsibility (*process and functions undertaken to achieve results*)

- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Assist in the implementation of activities in the field, including design, delivery of assistance (services, goods) and contribute to necessary monitoring activities.
- Prepare draft report of missions, activities, meetings, progress of the implementation.
- Undertake other relevant duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.

Required Competencies of the Protection Assistant:

- Good analytical skills, ability to evaluate and integrate information from a variety of sources.
- Good knowledge and/or experience of the United Nations System or humanitarian stakeholders and its mechanisms.
- Strong communication skills (spoken, written and presentations), including the ability to draft documents in a clear, concise style, as well as to build and maintain effective relations.
- Prior exposure to UNHCR refugee operations and functions.
- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.

- Prove interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Willingness to learn from others.
- Stakeholder management

Essential Minimum Qualifications and Professional Experience Required

- Completion of Secondary education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 3 years of previous job experience relevant to the function.
- Computer skills
- Excellent knowledge of Spanish and working knowledge of English.

Desirable Qualifications & Competencies.

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.