



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina de ACNUR en Lima, Perú

Av. José Pardo 1540
Miraflores
Lima, Perú

Tel.: 51 1 302-1753
Email: admin.peru@unhcr.org

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Ref: 19/LIM/014- Vacancy announcement for UNHCR Lima, Peru

Post Title	Field Associate (two positions)
Post Level	UNOPS LICA 6
Duty Station	Lima , Peru
Closing Date	29 April 2019 (inclusive)
Type of contract	Seven months on UNOPS Contract from 1 June 2019

Background:

The United Nations High Commissioner for Refugees-UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives.

More than 700.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Over 155.000 had applied for refugee status by December 2018. In order to attend this emergency, UNHCR is scaling up its presence in the country and has set up a national office in Lima and two other field offices in Tumbes and Tacna.

UNHCR is responding to the influx directly and through the support of the Government of Peru. It works with authorities, communities, other UN agencies, NGOs and civil society to strengthen protection responses.

UNHCR is providing direct technical and material assistance to the Special Commission for Refugees in order to deal with the asylum backlog, to strengthen registration procedures and access to refugee status determination procedures. UNHCR and its partners are supporting Venezuelans and host communities by implementing multi-sectoral activities in terms of information gathering and analysis (including age and gender disaggregation), identification and referral of those most vulnerable (including women and children at risk), reception, protection and documentation, shelter, access to primary health care, to education, material assistance and other key assistance through cash based interventions. UNHCR has scaled up its protection monitoring capacities at the border and in urban settings to enhance the identification of individuals with protection or other specific needs, including those of

children at risk, SGBV survivors and LGBTI, as well as the referral mechanisms to essential services.

Coordination of the response to Venezuelan populations is being undertaken with IOM (International Organization for Migrations) in accordance with the decision of the UN Secretary General. In the mark of this joint leadership/coordination, UNHCR and IOM Peru have set-up a regional coordination platform and a local inter-agency working group on refugees and migrants called GTRM (*Grupo de Trabajo sobre Refugiados y Migrantes*) aiming to support the government response.

Organizational Context:

The Field Associate is normally supervised by the (Snr) Field Officer or Head of Office and performs a variety of functions related to Field activities within the office. The supervisor defines general work objectives and provides necessary advice and guidance. The Field Associate may supervise some General Service support staff.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information, to establish understanding of respective needs; to ensure provision of services and resolution of problems 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 subject matters which may be of importance to the Organization.

Functional Statement:

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.

Responsibility:

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Monitor the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Undertake regular visits to various sites in order to assess needs of persons of concern, with particular attention to vulnerable groups.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- Act as interpreter when required.
- Contribute to the preparation of status and progress reports by providing info, preparing tables, etc.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Inform and act on the reports received on persons of concern within the refugee community or from the local authorities.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.

- Undertake other relevant duties as required.

Authority:

- Negotiate with local authority counterparts, partners and populations of concern.
- Represent UNHCR in physical monitoring of projects.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 6 years of previous job experience relevant to the function.
- Computer skills.
- Fluency in Spanish and working knowledge of English language (as applicable in the duty station)

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- UNHCR field experience.

Submission of Applications:

Non-UNHCR staff members shall submit their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

All candidates should submit their application via e-mail to admin.peru@unhcr.org. Kindly indicate: **"FieldAsoc-April2019"** in the subject line.

Applications received after the closing date will not be considered.
Only those candidates that are short-listed for interviews and tests will be contacted.
Please no phone calls. All queries should be done by e-mail.