



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

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Lima, 17 June 2019

Ref: 19/LIM/032- Vacancy announcement for UNHCR Lima, Peru

Post Title	Interagency Associate
Post Level	UNOPS LICA 6
Duty Station	Lima , Peru
Closing Date	30 June 2019 (inclusive)
Type of contract	until 31.12.2019

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 800.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Almost 290.000 had applied for refugee status by the end of March 2019. 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.

Functional Statement:

Accountability:

- The inter-agency coordination platform receives the necessary support to ensure efficient assistance to persons of concern, in compliance with the guidance and strategic directions of relevant coordination working groups and other fora and UNHCR's policies procedures;
- Coordination activities of UN agencies and NGO partners are supported effectively, including through meeting management;
- The reporting requirements are fulfilled accurately and in a timely manner.

Responsibility:

- Support the Inter-Agency coordination platform and working groups by drafting meeting minutes, keeping recipients' lists updated, drafting support materials for meeting, organize and provide logistic support, disseminate relevant information to external audience;
- Support the coordinators and working groups focal points in drafting guidelines, strategies and other documents as required;
- Participate in relevant meetings or events at national as requested and provide relevant verbal and written feedback on issues of relevance for the inter-agency platform;
- Participate in field level meetings as required and update the inter-agency platform of relevant developments;
- Liaise with partners as requested and support the inter-agency coordinator in ensuring good communication between working groups and the field level;
- Liaise with Information Management, Communication and Reporting colleagues for updates, updating of website and online material and to ensure accurate and standard data presentation;
- Support the inter-agency coordinator in extracting relevant information to elaborate information products;
- Reviews/translate relevant documents;
- Support other inter-agency functions, such as: collecting and disseminating weekly meetings schedules, organize and maintain IA calendar, support outreach to partners on variety of issues, including financial tracking, ensure communication with the field offices;
- Stay abreast with the operational developments and assist in the preparation of briefing notes and reports;
- Assist in consolidation of data and facilitate the preparation of periodic reports including Sitreps, Fact Sheets and other activity specific reports;
- Perform any related other duties as required.

Authority:

- Draft reports for clearance by the Inter-Agency coordinator.
- Organize coordination meetings.
- Gather and analyse information from UNHCR, partners and media.
- Enforce compliance with reporting requirements.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of the Secondary Education with certificate/ training in Political or Social Sciences.
- International Relations, Journalism, Communication or other related fields.
- Minimum 6 years of relevant job experience.
- Excellent communication and strong interpersonal skills.
- Analytical Thinking.
- Technological Awareness.
- Planning and Organizing.
- Stakeholder Management.
- Fluency in Spanish and very good knowledge of English language (as applicable in the duty station).

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Advanced computer skills.
- Completed UNHCR learning programmes or specific trainings relevant to the function of the position.
- Experience with dealing with the public and diverse stakeholders.

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: **“InteragencyAssoc-Lima2019”** 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.