

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE
TEMPORARY ASSISTANCE

Position Title	Senior Liaison Associate
Vacancy N°:	104/19
Category & Level:	General Service, G-7
Contract Type:	Temporary Appointment
Location:	Bogotá - Colombia
Effective Date:	At the soonest
Closing date:	27 August 2019

OPERATIONAL CONTEXT

The unprecedented number of refugees and migrants leaving Venezuela and moving throughout Latin America and the Caribbean has put receiving countries' legal frameworks and their ability to guarantee basic human rights under pressure. Efforts by governments in the region to foster a regional and coordinated response to Venezuelan displacement is primarily coordinated through the *Quito Process*. This is comprised of a multilateral initiative of several Latin-American countries that aims to harmonize domestic policies in receiving countries.

So far, the Quito Process has resulted in two declarations and one action plan through which governments seek to meet the most crucial needs of the Venezuelan migrant and refugee population in the different countries of the region. Additionally, in June 2019, a road map was adopted during the International Technical Meeting of the Quito Process in Buenos Aires, with the participation of 14 Latin American and Caribbean governments, UN agencies, regional organizations, development banks and civil society. The Road Map sets out specific actions on human trafficking, healthcare and recognition of academic qualifications of Venezuelan professionals, as well as establishing information and reception centres. An Information Card for Regional Mobility is a priority commitment, to complement and strengthen the documentation and registration processes at national levels where it exists or is being developed. The governments also agreed to collaborate in mitigating the impact of the crisis in the region by mobilizing resources to support the implementation of the Quito Plan of Action and the Road Map.

ORGANIZATIONAL CONTEXT

Under the supervision of the Liaison Officer and through regular communication with the Venezuela Regional Coordination Office, Panama, the overall responsibilities of the Senior Liaison Associate are to obtain and exchange information both to Government authorities and other external parties on critical matters regarding the preparations for the next regional meeting of the Quito Process in Bogota.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

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FUNCTIONAL STATEMENT

Duties

- Assists in the overall preparations of the upcoming regional meeting of the Quito Process in Bogota.
- Support in ensuring continuous communication, organizations of meetings with key stakeholders in the Government of Colombia.
- Assists in the establishment of close working relations with Government, UN and other stakeholders involved in the Quito Process.
- Provide overarching support to the provision of UNHCR financial support for the regional meeting.
- Liaise with the Venezuela Regional Coordination Office on a continuing basis of relevant information on the outcome of discussions with Government counterparts.
- Acts on behalf of the UNHCR Regional Coordinator for Refugees and Migrants from Venezuela, to ensure information sharing between stakeholders.
- Drafts correspondence and reports as required;
- May be required to supervise and coordinate the work of lower level staff;
- Undertakes other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS & COMPETENCIES

- Undergraduate degree (equivalent of a BA/BS) in Political Science, Economics, Law, Business Administration or related field plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted;
- Knowledge of English and Spanish;
- Political and Organization Awareness.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge of additional UN languages.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable) by e-mail with “**104/19 LASTNAME Name – Senior Liaison Associate, G7-Bogotá**” in the subject line to colbovac@unhcr.org by **27 August 2019**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates may be required to sit for a test and a competency based interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>