



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 Multipaís Argentina

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Buenos Aires, 15th July 2020

Ref: 20/AF/193 – Vacancy announcement for UNHCR MCO Argentina

Post Title	Field Associate
Post Level	Individual Contractor UNOPS (LICA 6)
Duty Station	La Paz, Bolivia
Closing Date	2nd August 2020 (inclusive)
Type of contract	UNOPS LICA – 1 st September 2020 to 31 st December 2020

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly, with the mandate to lead and co-ordinate 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.

The Regional Office of Argentina covers 5 countries: Argentina, Bolivia, Chile, Paraguay and Uruguay, and, among others, provides an immediate response to the emergency situation in the region which was affected by the influx of Venezuelans.

Organizational Setting and Work Relationships:

The Field Associate is supervised by the Deputy Regional Representative 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 incumbent keeps frequent internal contacts with staff members in MCO ARG 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.

Duties:

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Assist the Programme Associate with the implementation of UNHCR programme including the delivery of assistance and implementation of monitoring plans, including site visits of projects.
- Support the Assistant Protection Officer if and when required in the follow up of individual cases with partners and CONARE.
- 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.
- 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.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required:

- 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
- Excellent knowledge of Spanish and good knowledge of English.
- Nationality: Bolivian or Temporary or permanent Labour VISA with residence in Bolivia.

Desirable:

- Additional certificate/training in Business Administration, Law, Political Science, Social Sciences or related field is desirable
- Completion of UNHCR learning programmes or specific training relevant to functions of the position. UNHCR field experience.
- Knowledge of another UN language is an asset.
- Background knowledge on migrations and forced displacement

Submission of Applications:

Candidates shall submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: ‘‘**Field Associate Bolivia**’’ in the subject line when applying by email including the following documents in PDF format:

- o Letter of Interest
- o Complete Curriculum Vitae
- o Copy of relevant academic certificates
- o Updated United Nations Personal History Form (PHF) **duly sign** and its supplementary pages (if applicable). Download by clicking on the following links:
https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm
https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm

- Applications received after the closing date or incomplete (missing of any of the above-mentioned documents) will not be considered.
- Only those candidates that are short-listed will be contacted