

**UNHCR**United Nations High Commissioner for Refugees  
Alto Comisionado de las Naciones Unidas para los RefugiadosUNHCR  
ACNUR COLOMBIA**VACANCY ANNOUNCEMENT N° 035/17**

**Duty Station:** Pasto  
**Position Title:** Assistant Field Officer  
**Level:** NOA  
**Type of contract:** Fixed Term Appointment  
**Effective date:** 01 January 2018

**Minimum Essential qualifications**

- University degree in Law, Political Sciences or related fields.
- Minimum 2 years of previous relevant work experience.
- Excellent knowledge of English and working knowledge of another UN language. (In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.) Very good knowledge of local language and local institutions is essential.

**Desirable qualifications and competences**

- Field experience.
- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.

**Organizational Context**

The Assistant Field Officer is normally supervised by the Snr Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive indirect guidance from other sections and units relevant to the country/regional programme(s). UNHCR Manual, programme and protection objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the incumbent.

The incumbent does not normally have any direct supervisory role. S/he has daily contacts with staff in the various field offices and with the functional units at the Country/Regional Office. S/he also has close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies to discuss matters of common interest.

**Accountability (key results that will be achieved)**

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

- Assess the needs of persons of concern in the AoR and formulate project submissions in collaboration with district authorities and implementing partners.
- Promote and monitor the implementation of assistance projects.
- Report regularly on rate of flow of new arrivals and estimate expected influx based on interviews with persons of concern.
- In co-ordination with implementing partners, assist with the reception, registration and provision of assistance to persons of concern to UNHCR.
- Keep track of cases of detention; register applicants for voluntary repatriation and family reunion.
- Assist in the preparation of monthly sectoral reports and submit material for preparation

	<p>of periodic project monitoring reports and year-end reports.</p> <ul style="list-style-type: none"> <li>▪ Undertake other relevant duties as required.</li> </ul>
<b>Authority</b> ( <i>decisions made in executing responsibilities and to achieve results</i> )	<ul style="list-style-type: none"> <li>▪ Submit recommendation for protection interventions to the designated officer.</li> <li>▪ Negotiate with local authority counterparts, partners and populations of concern.</li> </ul>
<b>How to apply</b>	<ul style="list-style-type: none"> <li>▪ Applications must be sent to the email: <a href="mailto:colbovac@unhcr.org">colbovac@unhcr.org</a> including in the subject the applicant name, and the vacancy number and name.</li> <li>▪ <b>PLEASE USE THE ATTACHED PERSONAL HISTORY FORM -PHF (do not use other forms):</b> <ul style="list-style-type: none"> <li>✓ Contact information of previous employers must be included in the attached PHF form.</li> <li>✓ If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form.</li> </ul> </li> <li>▪ Shortlisted candidates must take a test.</li> <li>▪ Deadline for applications: <b>19 November 2017, 17:45 hours.</b></li> </ul>