

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE
INTERNAL & EXTERNAL

Position Title:	Senior Field Assistant
Position N°:	N/A
Job Opening ID:	33229
Category & Level:	General Service, G-5
Contract Type:	Temporary Appointment
Location:	Bogotá, Colombia
Closing Date:	1 st February 2022

ORGANIZATIONAL CONTEXT

Colombia continues to be the country receiving the highest number of Venezuelans, with a total of over 1.74 million by early 2021 (representing approximately 37% of the 4.6 million Venezuelans in the region). Additionally, an estimated 845,000 Colombians (including those with dual nationality) have returned to Colombia from Venezuela in recent years, which may include those who return on a temporary basis. According to Migración Colombia, around 56% of Venezuelans in Colombia are estimated to be in an irregular situation and thus more exposed to protection risks. From March 2020 until June 2021, the Colombia-Venezuela border was officially closed to contain the spread of the pandemic, but even after the 2 June 2021 border opening on the Colombian side, Venezuelans continue to enter the country primarily through informal crossing points controlled by armed groups. Such irregular movements come with a heightened risk of violence (especially gender-based violence), sexual exploitation, trafficking and smuggling, child recruitment and family separation.

In February 2021, the Government of Colombia issued a Temporary Protection Status (TPS) that is likely to benefit the 1.74 million Venezuelans already in Colombia as well as those who arrive through official border points over the next two years. The TPS provides a 10-year protection status and access to a full range of rights including healthcare, education, formal employment, and financial inclusion. However, xenophobia against Venezuelans has considerably increased in the last year, and it is projected to worsen with the introduction of the TPS. Misinformation and the perceptions that Venezuelans will take away job opportunities from Colombians, fuel general discontent and makes it even more difficult for refugees and migrants to secure a job. Nonetheless, UNHCR believes that TPS is a very promising pathway for addressing the vulnerable situation of Venezuelan refugees and migrants who are in an irregular situation.

This situation continues to be exacerbated by the COVID-19 pandemic which has had a devastating impact in Colombia, especially on refugees, migrants, internally displaced persons (IDPs) and host communities, some who have lost livelihoods and have been evicted from their houses. Economic and protection concerns, including illegal armed actors who have increased control over communities, taking advantage of COVID-19 and the limited State presence, led to over 136,000 Venezuelans to return to their country.

The Senior Field Assistant is normally supervised by the (Senior) Field Officer/Associate and performs a variety of functions related to Field activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information 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 routine subject matters under the direction of the supervisor.

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.

To find out more information about UNHCR, please visit our [website](#).

DUTIES

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in AOR and other areas where they have been accommodated and report accordingly.
- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.
- Perform other related duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS

Education & Professional Work Experience

- Completion of secondary education.
- - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

- Business Administration
- Law
- Political Science/Social Sciences

Relevant Job Experience

Desirable:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

- *IT- Computer Literacy
- MS-Drafting, Documentation, Data Presentation
- CL-Multi-stakeholder Communications with Partners

Language Requirements

- Knowledge of English and UN working language of the duty station if not English (Spanish).

COMPETENCY REQUIREMENTS

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application in the link (please see at the end “Apply”) by **1st February 2022**.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. 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, color 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. Only candidates of Colombian nationality will be considered for this vacancy.

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>