



**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 Regional para el Sur de América Latina**

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Buenos Aires, 28 September 2018

**Ref: 18/AF/297- Vacancy announcement for UNHCR Regional Office for Southern Latin America**

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Post Title	Field Associate
Post Level	GS 6
Duty Station	Arica, Chile
Closing Date	8 Oct 2086 (inclusive)
Type of contract	A 2-month contract on temporary appointment – from 01 Nov 2018 to 31 Dec 2018 - Please note that contract may be extended.

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**Background:**

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated 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. 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.

The UNHCR National Office in Chile is located in Santiago and it is covered by the UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 6 countries: Argentina, Bolivia, Chile, Paraguay, Peru and Uruguay. UNHCR will establish a permanent presence in Arica as it is one of the main points of entry of refugees and asylum seekers to the country. The Arica Office will also cover the cities of the northern regions of the country, including Antofagasta and Tarapacá regions.

**Organizational Context:**

The Field Associate is normally supervised by the Assistant Field Officer 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 Field Associate may supervise some General Service support staff.

The Field Associate is relied upon by the Field or Country Office to plan and undertake quality, timely and effective responses to the needs of populations of concern and to facilitate the delivery of the Office's community based protection strategy and programmes. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

The Field Associate will be based in Arica, implementing activities in other cities of the northern regional of the country, including Antofagasta and Tarapacá.

### **Duties and Responsibilities:**

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

- The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- Protection and assistance activities are guided by the UNHCR country protection strategy.
- Effective and timely support is provided to needs assessment; planning, prioritization, implementation, monitoring, reporting and evaluation.
- Protection incidents and gaps in assistance are immediately identified and addressed.

#### **Responsibility** (*process and functions undertaken to achieve results*)

- Assist in the assessment of the needs of persons of concern in collaboration with local authorities and implementing partners.
- In coordination with implementing partners, assist with the design and implementation of protection and local integration activities.
- Assist in the strengthening of protection networks.
- Maintain regular contact with people of concern, local authorities, community leaders and others so as to monitor their protection and local integration needs.
- Assist in the preparation of reports and material as requested.
- Facilitate effective systematization and management of data to enhance monitoring, response and evaluation mechanisms.
- Assist in developing and implementing UNHCR's communication strategy to generate support from local counterparts.
- Provide orientation and legal advice to people of concern as requested.
- Undertake other relevant duties as required.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Prioritize persons and groups of concern for interview and follow up.
- Negotiate with local counterparts, partners and populations of concern to resolve protection and assistance problems.
- Enforce compliance with, and integrity of, standard operating procedures with implementing partners.

**Essential:**

- ✓ University Degree in Law, Social Sciences or related field
- ✓ Minimum job experience relevant to the function: 3 years
- ✓ Fluency in English and Spanish.

**Desirable:**

- ✓ Good computer skills.
- ✓ UNHCR Field Experience.
- ✓ Completed Protection Learning Programme..
- ✓ Excellent interpersonal skills.
- ✓ Attitude and aptitude: commitment to refugees, flexibility, and ability to work in a UNHCR context.

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**Submission of Applications:**

- ✓ External Candidates (non UNHCR staff members) shall submit their application via e-mail to **argbuadm@unhcr.org**. Kindly indicate: **“Field Associate ARICA,”** in the subject line when applying by email including the following documents in PDF format:
  - a letter of interest
  - complete Curriculum Vitae
  - copy of University degrees
  - updated United Nations Personal History Form (P.11 form attached)
- ✓ Applications received after the closing date will not be considered.
- ✓ Only those candidates that are short-listed for interviews will be contacted.