



**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/299- Vacancy announcement for UNHCR Regional Office for Southern Latin America**

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Post Title	Assistant Field Officer (Head of Field Unit)
Post Level	NOA
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:**

Under the supervision of the Head of National Office Chile and in close coordination with the Regional Office Argentina, the Assistant Field Officer will undertake the following duties and responsibilities within Arica and the northern regions of Chile, Antofagasta and Tarapacá.

**Duties and Responsibilities:**

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

- Liaise with local authorities and communities to ensure and enhance protection of UNHCR's people of concern.
- Assess the needs of persons of concern in collaboration with local authorities and implementing partners.
- In coordination with implementing partners and local authorities, design and contribute to the implementation of protection and local integration activities to address the needs identified.
- Strengthen and promote existing protection networks.
- Conduct regular visits to the border areas.
- Prepare reports and material as requested.
- Liaise regularly with UNHCR's Field Office in Tacna, Peru.
- Implement UNHCR's communication strategy in UNHCR's AoR to generate support from local counterparts.
- Undertake other relevant duties as required.

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

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern

**Essential:**

- ✓ Nationality: Chilean or naturalized.
- ✓ Undergraduate degree (equivalent of a BA/BS) in Law, Political Sciences or related fields plus minimum 5 years 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. F
- ✓ Fluency in spoken and written English and Spanish.

**Desirable:**

- ✓ Knowledge of refugee law
- ✓ Good knowledge of UNHCR's programmes.
- ✓ UNHCR Protection Learning Programme.
- ✓ UNHCR Operations Management Learning Programme.
- ✓ Strong negotiation skills at inter institutional level.
- ✓ Excellent interpersonal skills.
- ✓ Attitude and aptitude: commitment to refugees, flexibility, and ability to work in a UNHCR context.

**Submission of Applications:**

- ✓ External Candidates (non UNHCR staff members) shall submit their application via e-mail to **argbuadm@unhcr.org**. Kindly indicate: “**Assistant Field Officer 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 and tests will be contacted.