

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2020/027

Title of Post	Senior Field Assistant (Interiorization)	Type of contract	UNOPS
Level	LICA 5	Location	Porto Alegre, Brazil
Date of Issue	1 April 2020	Closing Date	12 April 2020

Operational Context:

In order to respond to the Venezuela situation, UNHCR has established presence in Boa Vista (Roraima) and Manaus (Amazonas) in 2017, followed by Belém (Pará) in 2019 through the creation of Field Units. As the Venezuelan influx is foreseen to continue and new arrivals stay in the border state of Roraima, pressuring local services and struggling to survive with very limited economic opportunities available, the Brazilian Government, through the “Operação Acolhida” (Welcome Operation), is strengthening its efforts to expand the internal voluntary relocation programme aiming to decongest Roraima state while supporting Venezuelans to access better economic prospects in the new destination cities after relocation.

Interiorization strategy became more complex, entailing five modalities (shelter-to-shelter, family reunification, employment-based, social unification and civil society) and different logistical arrangements, including the use of transit houses where beneficiaries of interiorization travels stay for few stays while waiting for the travel continuation until the final destination.

After the arrival in the destination cities, protection and access to livelihoods remain critical challenges and need to be addressed in order to improve access to local integration and long-term solutions.

As a result, and aiming to strengthen the interiorization strategy, the Brazilian Government is setting out 12 interiorization regional offices (*Núcleos Regionais de Interiorização*) in 12 critical locations where interiorization process needs to be supported. The *Núcleos* will be composed by personnel from the Ministry of Defense, UN Agencies, Civil Society Organization and Local Governments. Personnel from all these entities will work in close collaboration to perform the following duties assigned for the interiorization offices: a) reception of beneficiaries; b) support on the local integration; c) articulation with local authorities; d) foment the offer of vocational trainings; e) search for job opportunities for the beneficiaries; f) provide reception organizations with capacity building; g) post-arrival monitoring; h) Protection; i) Implement the logistics of the interiorization in the destination city; and j) Support with social referrals.

To meet the needs of strengthening the interiorization strategy, UNHCR Brazil has identified the necessity of having a staff member fully focused on ensuring protection and durable solutions for this population in Porto Alegre/RS. The Senior Field Assistant will be working under direct supervision of the Livelihoods Unit in Brasília Branch Office. The incumbent will liaise permanently with the Ministry of Defense focal point set out in the Interiorization Office and work in close collaboration with the personnel from other organizations in the same workplace. S/he may receive indirect guidance from other sections and units relevant to the country/regional programme(s). 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.

Functional Statement:

Accountability:

- UNHCR's policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).
- The protection and livelihoods of population of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- An effective monitoring of the population benefited by the interiorization strategy, resulting in better understanding of their needs and supporting the provision of service tailored for these specific persons of concern.
- The needs of persons of concern in the AoR are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

Responsibility:

- Assess livelihoods and protection needs of the beneficiaries of the interiorization strategy and monitor the implementation of PoC assistance programmes as well as make recommendations for the establishment, adjustment or discontinuation of projects in the AoR and advice supervisors accordingly.
- Provide capacity building to the local actors on protection and livelihoods issues according to the AoR.
- Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of the population with focus on protection and livelihoods.
- Promote and monitor the implementation of livelihoods and protection projects aiming to harmonize the response.
- In coordination with local stakeholders and partners, provide technical support on reception, registration and provision of assistance to persons of concern to UNHCR.
- Elaborate written reports on AoR at least monthly or whenever necessary.
- Undertake other relevant duties as required.

Authority:

- Submit recommendation for livelihoods and protection interventions to the designated officer.
- Prepare documents relating to voluntary internal relocation programme.
- Enter information into available databases, in line with SOPs.

Essential Minimum Qualifications and Experience:

- Undergraduate degree (equivalent of a BA/BS) in Social Assistance, Law, or related fields plus minimum 1 year 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.
- Knowledge of English and Portuguese.

Desirable Qualifications & Competencies:

- Field experience with refugees and/or migrants.
- Computer skills.
- Knowledge of refugee law.
- Good knowledge of UNHCR's programmes.
- UNHCR Protection Learning Programme.
- UNHCR Operations Management Learning Programme.
- Knowledge of additional UN languages.

Required Competencies:

Empowering and Building Trust
Judgement and Decision Making
Strategic Planning and Vision
Analytical Thinking
Innovation and Creativity
Negotiation and Conflict Resolution
Planning and Organizing
Political Awareness
Stakeholder Management
Change Capability and Adaptability

Eligibility:

All candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **signed Personal History Form to brabrhr@unhcr.org by April 12, 2020, with the subject line “BRABR/2020/027 - Senior Field Assistant (Interiorization), Porto Alegre”**. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

The Personal History Form and its supplementary sheet can be downloaded in the following links:

<https://www.unhcr.org/recruit/p11new.doc>

<https://www.unhcr.org/recruit/unhcr-phf-sup.docm>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.