



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

**UNITED NATIONS
HIGH COMMISSIONER FOR REFUGEES**

Yaoundé / Cameroon

INTERNAL / EXTERNAL VACANCY NOTICE

N°036/2018

Position Title : **Field Associate**
Position No : **Temporary Appointment (TA)**
Position Location : **Buea**
Duration : **Until 31st December 2018**
Position Grade : **GL6**
Deadline for submission of applications: **19th October 2018 at 5pm.**

RESPONSABILITIES

Under the direct supervision of the Head of Field Office in UNHCR Buea, the incumbent will have the following main tasks:

- Monitor the situation in the AoR, collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Monitor the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Undertake regular visits to various sites in order to assess needs of persons of concern, with particular attention to vulnerable groups.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- Act as interpreter when required.
- Contribute to the preparation of status and progress reports by providing info, preparing tables, etc.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during field missions.
- Inform and act on the reports received on persons of concern within the refugee community or from the local authorities.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Undertake other relevant duties as required.



REQUIRED COMPETENCIES

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum 6 years of previous job experience relevant to the function.
- Computer skills.
- Excellent knowledge of English and working knowledge of French or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

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

ELIGIBILITY

Cameroonians with the relevant education background and experience.

Candidates who wish to be considered for this position should send:

- A motivation letter
- A well filled P11
- A CV
- A copy of the most relevant certificate

To:

- 1- Office of the Coordinator of Humanitarian Affairs (OCHA) Office in Buea, Lower Farms Layout, Buea, Cameroon
- 2- UNHCR Representation Office in Cameroon, P.O.Box 7077, Yaoundé, behind the Nigerian Ambassador's residence, street 1.778.
- 3- UNHCR Offices in the field
Douala, Maroua, Bertoua, Meiganga, Batouri, Djohung.

Shortlisted candidates will be convened for an interview.

Applicants should clearly indicate on the envelope, the **Title of the Position and Vacancy notice number.**

The deadline for submission of applications is: **19th October 2018 at 5pm.**

APPLICANTS SHOULD CLEARLY PUT THEIR NAMES AND SIGNATURE TO THE APPLICATIONS REGISTER FORM WHEN DROPPING THEIR APPLICATION.

Late applications will not be considered.

