

Senior Field Assistant

**Job Requisition** JR2204370 Senior Field Assistant (Open)  
**Job Family** 3.2.a Field Operations  
**Start Date** 21/11/2022  
**End Date** 05/12/2022  
**Primary Posting** No  
**External Posting URL** [https://unhcr.wd3.myworkdayjobs.com/External/job/Bassikounou-Mauritania/Senior-Field-Assistant\\_JR2204370](https://unhcr.wd3.myworkdayjobs.com/External/job/Bassikounou-Mauritania/Senior-Field-Assistant_JR2204370)

**Description**

Hardship Level  
E (most hardship)

Family Type  
Non Family with Residential Location

Family Type  
Non Family with Residential Location

Residential location (if applicable)

Nouakchott, Mauritania

Grade  
GS5

Staff Member / Affiliate Type  
General Service

Reason  
Regular > Regular Assignment

Remote work accepted

No

Target Start Date  
2023-01-01-08:00

Job Posting End Date  
December 4, 2022

Standard Job Description

Senior Field Assistant Organizational Setting and Work Relationships 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.

**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.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- 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 camps 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.

**Minimum Qualifications**

**Education & Professional Work Experience**

Years of Experience / Degree Level
G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
Field(s) of Education Not applicable
Certificates and/or Licenses Business Administration Law Political Science (Certificates and Licenses marked with an asterisk* are essential)

**Relevant Job Experience**

Essential	Not specified	Desirable	Completion of
			UNHCR learning programmes or specific training relevant to functions of the position.

**Functional Skills**

*IT-Computer Literacy	CO-Drafting and Documentation	CL-Multi-stakeholder Communications with Partners, Government & Community
(Functional Skills marked with an asterisk* are essential)		

**Language Requirements**

For International Professional and Field Service jobs:	Knowledge of English and UN working language of the duty station if not English.

**For National Professional jobs:** Knowledge of English and UN

working language of the duty station if not English and local language. For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English. All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise. This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

#### Desired Candidate Profile

Required languages (expected Overall ability is at least B2 level):

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[Desired languages](#)

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#### Operational context

**Occupational Safety and Health Considerations:**

**Nature of Position:**

**Living and Working Conditions:**

#### Additional Qualifications

##### Skills

CL-Multi-stakeholder Communications with Partners, Government & Community, CO-Drafting and Documentation, IT-Computer Literacy

##### Education

High School (Required)

Certifications

HCR Learning Program - UNHCR

Work Experience

Office Context: Field

Competencies

Accountability, Analytical thinking, Client & results orientation, Commitment to continuous learning, Communication, Organizational awareness, Planning & organizing, Stakeholder management, Teamwork & collaboration

UNHCR Salary Calculator

<https://icsc.un.org/Home/SalaryScales>

Compendium

Functional clearance

This position doesn't require a functional clearance

**Personnel Sub-Type**

General Service

**Location**

Bassikounou, Mauritania

**Time Type**

Full time

**Locations**

**Supervisory Organization**

Mauritania, Bassikounou - Programme Management (Augustin NTWALI BASHWIRA (10030906))