
TERMS OF REFERENCE

Title: Field Assistant
Duty station: Eteringbang, in Guyana
Section/Unit: UNHCR, Protection Unit
LICA Level: LICA 4
Duration: from [01/09/2021] to [31/12/2021]
Supervisor: Associate Protection Officer

1. General Background

Under the guidance of the Associate Protection Officer, the Field Assistant will support and work in close coordination with the Office of the Regional Executive Officer, Regional Democratic Councils (RDCs), Neighbourhood Democratic Councils (NDCs), and other local Government officials to address the protection and assistance needs of Venezuelan refugee, migrants and host communities' members present in their Area of Responsibilities (AoR).

In addition, the Field Assistant will be expected to also engage and collaborate with civil society and other key stakeholders present in their AoR according to strategic and operation guidance provided by the Associate Protection Officer. The Field Assistant will be responsible for supporting the project's implementation through: (1) effective communication with persons of concern to UNHCR and all other relevant stakeholders; (2) due consideration to UNHCR's policies and principles, in particular UNHCR's Code of Conduct and its Age, Gender and Diversity approach; (3) ensuring effective UNHCR visibility and (4) Identification and referral of cases with protection concerns to appropriate services in close consultation with UNHCR and local authorities; (5) Regular effective monitoring and reporting of activities undertaken under the project. The Field Assistant will be responsible for ensuring that all communications activities are in keeping with UNHCR's communication and donor visibility guidelines.

2. Purpose and Scope of Assignment

Under the strategic and operational supervision of the Associate Protection Officer, the Field Assistant is expected to, and will be responsible for the following:

- Support administrative tasks as required such as preparation of reports, meeting and/or facilitating communication with relevant stakeholders and supporting logistical arrangements for field missions.
- Facilitate communication, including through interpretation, with local authorities and other relevant stakeholders in support of registration exercises and other protection interventions, such as extension of stay permit, access to medical assistance, outreach on COVID prevention measures.
- Identify relevant stakeholders and build rapport with local authorities, community leaders, religious leaders and others local actors and facilitate coordination on relevant activities and respond directly to routine queries presented.
- Assist in the reception, registration, and provision of assistance to persons of concern to UNHCR.
- Provide logistical and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.
- Facilitate communication between the country office and competent authorities.
- Assist in drafting reports, routine correspondence, and compiling statistics within the Area of Responsibility (AoR).
- Support the identification of vulnerable Persons of Concern according to pre-established vulnerability criteria and operational guidance, support needs assessment exercise, identify assistance needs, propose relevant solutions or interventions to address protection risks and, when needed, make necessary referral of POCs to UNHCR and/or to relevant Government services accordingly.
- Enforce integrity in the delivery of protection services.
- Provide counselling to persons of concern in need of protection assistance and support, and ensure

- proper feedback is provided to persons of concern.
- Plan, organize and undertake distribution of food and non-food items in accordance with guidelines established by UNHCR and compile relevant reports of distribution activities.
- Assist in the identification of opportunities for mainstreaming persons of concern into available local services, particularly health and educational services.
- Conduct, Support and regularly facilitate community outreach meetings, participatory assessments, and other mechanisms for consultations with persons of concern.
- Contribute to age, gender and diversity mainstreaming in all activities undertaken.
- Support in the identification of persons of concern for Livelihood's activities as per established SOPs.
- Any other related tasks as may be required or assigned by the supervisor.

3. Monitoring and Progress Controls

- Effective communication with persons of concern to UNHCR and all other relevant stakeholders.
- Due consideration to UNHCR's policies and principles, UNHCR's Code of Conduct and its Age, Gender and Diversity approach.
- Ensuring effective UNHCR visibility.
- Identification and referral of cases with protection concerns to appropriate services in close consultation with UNHCR and local authorities.
- Regular effective monitoring and reporting of activities undertaken under the project.

4. Qualifications and Experience

a. Education (Level and area of required and/or preferred education)

- High School diploma and certificate/license in Development Studies, Human Rights, Community Development /Social Work, Social Science, Political Science, International Law.

b. Work Experience

Essential:

- 1 year of previous relevant experience to the functions with High School Diploma; or Bachelor or equivalent or higher.

Desirable:

- 2 years of previous relevant experience to the functions with a High School Diploma is highly desirable.

c. Key Competencies

Language requirements

- Fluency in English and working knowledge of Spanish is required.

Functional Skills Required

- MS Office Applications
- Computer Literacy
- Community Based Protection Principles and methodologies
- Multi-stakeholder Communications with Partners, Government & Community

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Stakeholder Management
- Planning and Organizing
- Political Awareness

The UNHCR workforce consists of many diverse nationalities, cultures, languages, and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation, and gender identity.

Deadline to apply: xx xxxx 2021.

Interested applicants should submit their Personal History Form (PHF) to guygehr@unhcr.org indicating the First name/last name, job title (e.g., Field Assistant) and location you are applying in the subject line of the email. Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).