

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 04/2019**

Title of Post	Reporting Associate	Category/grade	General Service, G6
Post Number	10031943	Type of contract	Fixed-term appointment
Location	Yerevan, Armenia	Date of Issue	17 October 2019
Effective date of assignment	1 January 2020	Closing Date	31 October 2019

Operational Context:

The position of Reporting Associate is directly supervised by the Assistant External Relations Officer and located within the External Relations Unit. The incumbent receives regular guidance and advice from his/her direct supervisor, but is also expected to provide executive assistance to the Country Representative, in order to ensure the smooth running of the Office and its flow and management of administrative and routine information. This would involve direct contact with other staff members and contacts with the teams of high-ranking officials, both within and outside UNHCR.

The incumbent will also:

- Arrange meetings, both internal and external, some involving high-ranking officials, and take minutes and/or notes at meetings.
- Prepare informal translations and may act as interpreter.
- Draft correspondence, documents and reports, some of which are highly confidential.
- Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor and ensure follow-up. Maintain filing system for electronic and hard copy documents.
- Assist in the preparation of visit programmes, briefings on issues covered by the Unit, collection of documentation for briefing kits; talking points and other material for missions, meetings and visits.
- Cooperate and collaborate with the Protection Unit on regular basis to ensure collection of data and effective and timely reporting on protection-related issues and activities;
- Participate in public awareness events, community-based activities, and participatory assessments.

Functional Statement:

Accountability

- The reporting requirements are fulfilled accurately and in a timely manner.

Responsibility

- Stay abreast with the operational developments and assist in the preparation of briefing notes and reports.
- Assist in consolidation of data and facilitate the preparation of periodic reports including Sitreps, Fact Sheets and other activity specific reports.
- Liaise with internal and external partners to gather information.
- Work closely with Information Management Unit to ensure accurate and standard data presentation.
- Assist in the development of funding submissions, appeals and reports.
- Prepare and distribute meeting minutes.
- Consolidate and provide inputs for donor reports.
- Perform any related other duties as required.

Authority

- Enforce compliance with reporting requirements.

Essential Minimum Qualifications and Experience:

- Completion of the Secondary Education with certificate/ training in Journalism or International/Humanitarian law or other related fields.
- Minimum 6 years of relevant job experience.
- Excellent communication and strong interpersonal skills.
- Excellent knowledge of English and local language.
- (In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

Desirable Qualifications & Competencies:

- Completion of relevant UNHCR training programmes.
- Experience with dealing with the public and diverse stakeholders

Required Competencies:

Managerial Competencies

N/A

Cross-Functional Competencies

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

Internal candidates: Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade

above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

External candidates: External 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.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internal candidates only), signed Personal History Form (for external candidates only) by e-mail clearly stating the position title, VN/04/2019 and your Last Name in the subject line to:** armyehr@unhcr.org by **the closing date.**

[The Personal History Form](#) and its [supplementary sheet](#) is attached.

Only complete applications/documentation in English language will be considered. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Useful links

<http://un.am/en/agency/UNHCR>

<https://www.unhcr.org/>

<https://undg.org/document/united-nations-sustainable-development-cooperation-framework/>

<https://www.un.org/sustainabledevelopment/>

<https://sustainabledevelopment.un.org/>

Refugees – who cares? We Do

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.