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Job Title Government Liaison Associate

Job ID 37569

Location Americas

Full/Part Time Full-Time

Regular/Temporary Regular

[Return to Previous Page](#)

[Switch to Internal View](#)

Eligible Applicants

This position is open to applications from Group 1, Group 2 and all external candidates, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

TO THE ATTENTION OF EXTERNAL CANDIDATES: External candidates must be legally present in Guatemala at the time of application, recruitment and hire. Non-Guatemalan citizens are required to submit a valid Guatemalan residence and work permit to be considered.

Duties and Qualifications

Government Liaison Associate

Organizational Setting and Work Relationships

The Government Liaison Associate is a member of the Government Liaison Unit. S/he normally reports to the (Senior) Government Liaison Officer. The incumbent receives regular guidance and advice from the supervisor. S/he participates in all meetings/working groups related to the Government and to provide support on coordination work on common processes.

Under the supervision of the (Senior) Government Liaison Officer, the responsibilities of the Government Liaison Associate is to give, obtain and exchange information requiring discussions and explanations both to UNHCR staff members, Government authorities and other external parties on subject matters which may be of importance to the Organization.

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 the establishment of close working relations with officials in various ministries especially Ministry of Foreign Affairs.
 - Keep track of evolving issues concerning asylum seekers, stateless persons and refugees within the Area of Responsibility (AoR).
 - Ensure that the office is kept informed of local and international developments which may have a political or operational impact on the office’s relation with the Government, including latest developments with regard to the implementation of the GCR, UN reform etc.
 - Inform the supervisor and/or other senior managers on a continuing basis of relevant information on the outcome of discussions with government authorities on various issues.
 - Assist senior management in dealing with the challenges posed by the political context, developments with the Government and issues related to humanitarian and development processes.
 - Accompany the Representative/Deputy Representative/Head of Office and Headquarters visitors on missions and meetings.
 - Assist in preparation for different visits and missions to the Operation.
 - Liaise with Government partners and local authorities on behalf of UNHCR, as required.
 - Draft correspondence and reports as required and assist in the drafting of briefing notes, background material, talking points, fact sheets, as required.
 - Manage budget, when requested, including tracking expenditures.
 - Initiate upon request of the supervisor the contact with the relevant external parties on various issues.
 - Coordinate with different units in the office that information presented to government authorities is duly verified and endorsed by the supervisor.
 - Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Political/Social Science;
Business Administration;
or other relevant field;
(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Not specified.

Desirable

Good knowledge of UNHCR operations and good political awareness.

Functional Skills

MS-Drafting, Documentation, Data Presentation

MS-Networking

CO-Cross-cultural communication;
(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.

Operational Context

The Government Liaison Associate also is the technical focal point for the provision of information, planning and other matters related to programming and implementation in/with UNHCR units and external parties. The Government Liaison Associate builds and maintains regular communications and effective coordination among public officials and other external actors prioritized by the Unit.

Also he/she assists in the establishment of close working relations with Ministry of Labor and Social Security, Ministry of Public Health, Ministry of Education, among others, and other public institutions that work closely with UNHCR and implementation of Comprehensive Regional Protection & Solutions Framework (in Spanish MIRPS). Facilitates meetings and cooperation among stakeholders, and staff members in matters of the Unit.

Position Competencies

Core Competencies:

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

Managerial Competencies:

- Empowering and Building Trust

Cross-Functional Competencies:

- Negotiation and Conflict Resolution
- Political Awareness
- Stakeholder Management

Additional Information

We only accept applications submitted through the MSRP portal. No late applications will be accepted.

Shortlisted candidates will be interviewed and might be requested to sit for a test. Only short-listed candidates will be notified.

The evaluation of applicants will be conducted based on the information submitted during the application.

Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

UNHCR strongly encourages qualified female applicants to apply. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR is committed to achieving workforce diversity in terms gender, disability, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.

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

IMPORTANT: Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme, or as inter, is subject to proof of vaccination against COVID-19.

Contact person

In case of any question regarding the application process, please contact: guaguvacancies@unhcr.org

Closing Date

The closing date for this position is 26/06/22 (Midnight Geneva time)