

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

VN-26-21-FUGUA

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
VACANCY ANNOUNCEMENT**

Title of Position Number of Position	Senior Livelihood and Economic Inclusion Assistant	Category/grade	LICA 5
Type of contract	ICA Contract, UNOPS	Length of Contract	31/12/2021
Location	Field Unit Guatemala City, Guatemala (FUGUA)	Date of Issue	13 septembre 2021
Effective date of assignment	Inmediata	Closing Date	26 septembre 2021

Organizational Setting and Work Relationships

The Senior Livelihood and Economic Inclusion Assistant will be part of the livelihoods unit within the Operation. The incumbent will support in operationalizing the strategic vision to align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR), which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen refugee self-reliance and help ease pressure on host countries. S/he will contribute to the objectives of the unit under the direct supervision of the (Senior) Livelihood and Economic Inclusion Officer.

The Senior Livelihood and Economic Inclusion Assistant will collaborate closely with UNHCR livelihoods partners, government agencies, private sector and financial services providers as well as other relevant stakeholders to enhance the economic inclusion and improve self-reliance of both persons of concern (PoC) and host community members. The incumbent will also be expected to deliberately explore opportunities of collaboration with other UNHCR cross cutting areas such as protection, education, cash, partnerships, research and analytics, GBV, solutions, complementary pathways and more. To document good practices, results and to generate knowledge, the Senior Livelihood and Economic Inclusion Assistant will work closely with the supervisor to build on UNHCR databases and support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. S/he will assist to mobilize refugees of different age, gender and background and to ensure that all stakeholders well understand the potential of economic inclusion of refugees and host community members, and to help communicate opportunities to PoC..

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 and responsibilities

- Explore partnerships with relevant stakeholders to enhance economic inclusion of UNHCR PoC. This includes working with economic development agencies to adapt their programmes to become inclusive of UNHCR PoC, working with the private sector to enhance inclusion of UNHCR PoC in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector service providers to include UNHCR PoC in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Support work with the multi-functional team, more specifically with the Protection Unit, to collect information about the legal framework for the right to work and rights at work.
- Support the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation of the engagement of development programmes.

- In case UNHCR is implementing specific livelihoods activities, work closely with and provide technical assistance on livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- Prepare field reports and other relevant reports relating to livelihoods and make recommendations for interventions that enhance refugee economic inclusion to the designated officer.
- Provide overall support to the supervisor including assistance in the organization of meetings, workshops and working sessions.
- Organize and participate in workshops, training programmes, monitoring visits and working groups with regards to livelihood programming.
- Draft routine documents contribute to assessments, and participate in inter-agency meetings.
- Perform other related duties as required.

Minimum qualifications required

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 years relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

*Business Management,
Rural Development
or other related field*

*Socio-Economics Development
Financial Management*

*Economics/International Economics
Agriculture*

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Experience in facilitating the economic inclusion of vulnerable and marginalized groups in collaboration with internal and external stakeholders, ideally in varied field contexts. Experience in working in partnership with private sector, NGOs, UN organisations, development actors, and government authorities in sub-sectors relevant to livelihood programming e.g. financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.

Desirable

Knowledge of refugee protection principles and framework. Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

EX-Field experience

LV-Livelihoods & sub-sectors (value-chain upgrading, microfinance, cash assistance, etc.)

EX-Experience with Inter/Non-Governmental Organization (INGO/NGO)

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration
 Commitment to Continuous Learning
 Client & Result Orientation

Managerial Competencies

Judgement and Decision Making
 Managing Performance

Cross-Functional Competencies

Stakeholder Management
 Planning and Organizing
 Political Awareness

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.

Eligibility

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 permit to be considered.

Your application will NOT be considered if;

- The application form is not duly filled.
- The questionnaire at the end of the application form is not answered. (for external candidates)
- A valid residence permit is not attached to the application. (for non-Guatemalan external candidates only)

Duration of Appointment

This is a Temporary Position (6-month duration with the possibility of extension pending confirmation of a budget allocation)

Submission of applications

If you wish to be considered for this vacancy, please submit your letter of motivation, signed [Personal History Form \(PHF Form\)](#) and [Supplementary Sheet](#) signed and in pdf format by e-mail clearly stating the position title and vacancy number (VN) and your Last Name in the subject line to: guaguavacancies@unhcr.org by the closing date, 26/09/2021. No late or incomplete applications will be considered.

Shortlisted candidates will be required to sit for a test and will undertake a competency-based interview. Only shortlisted candidates will be notified. No late applications will be accepted.

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

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, colour, or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.