



UNHCR

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

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Title: Field Assistant, GL4

Date of Issue: 12 February 2012

Duty Station: Trebil, Iraq

Deadline for applications: 25 February 2012

Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities under the direct supervision of the Repatriation Officer in Baghdad :

- Travels as needed to assist field officers in the accomplishment of their responsibilities;
- Act as interpreter in the exchange of routine information, contributes to related liaison activities and responds directly to routine queries;
- Record data and assists supervisor in the provision of evaluations and information on various developments in the camps;
- Translate documents and correspondence as and when necessary;
- Provide support and assistance to convoys as needed and maintain contact with relevant organizations/NGO's.;
- Assists implementing partners in matters pertaining to the well-being of refugees;
- Performs other duties as required.

Essential qualifications, knowledge and experience:

- **Education:**
Secondary Education, and post secondary training/certificate in Business Administration, Social Science or related field.
- **Personal qualities:**
Highly motivated with strong interest in humanitarian work, dynamic and energetic with strong personality to manage work pressure.
- **Skills and Experience**
 - 3 years of relevant job experience.
 - Communication skills
 - Computer skills
- **Languages**
Good Knowledge in English and Arabic, both written and spoken.

**Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irqbaadm@unhcr.org**

Please indicate the post title you are applying for.

Only short-listed applicants will be contacted, and engagement is needed immediately.