

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

<b>Title of Post</b>	<b>Senior Reporting Assistant</b>	<b>Category/grade</b>	<b>UNOPS, LICA-5</b>
<b>Post Number</b>	<b>N/A</b>	<b>Type of contract</b>	<b>Local Individual Contractor Agreement</b>
<b>Location</b>	<b>Port of Spain, Trinidad and Tobago</b>	<b>Date of Issue</b>	<b>23 August 2022</b>
<b>Effective date of assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>1 September 2022</b>

**Organizational Setting and Work Relationships**

The Senior Reporting Assistant will fulfil internal and external reporting requests. The incumbent is supervised by the Reporting Officer or another professional or more senior local staff depending on the staffing structure of the Office.

The Senior Reporting Assistant is expected to have contacts within the Organization and outside the duty station, as well as with partners and other stakeholders to collect information and monitor programme activities.

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:**

- Stay abreast of 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 and in preparations of interviews to the local media and background briefings to the international media.
- Update regularly the relevant information tracking system(s), adhere to electronic filing requirements.
- Provide administrative support in routine services and activities within the Unit
- Accompany visits of foreign delegation and the media to refugee sites in the region, giving appropriate briefings, interpreting support and commentaries.
- Work closely with relevant colleagues to contribute to accurate and standard data presentation.
- Prepare and distribute meeting minutes in a timely manner.
- Consolidate and provide inputs for donor reports.
- Perform other duties as required.

**1. Minimum Qualifications**

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

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

**Certificates and/or Licenses**

Journalism, Social Science, Humanities

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

**Relevant Job Experience****Essential**

Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc). Excellent communication and strong interpersonal skills

**Desirable**

Training relevant to function of the position including Programme Management – Level 1.

**Functional Skills**

\*IT-Computer Literacy

DM-Data Management

PG-Programme Analysis

MS-Drafting, Documentation, Data Presentation

MS-Producing Reports

CL-Multi-stakeholder Communications with Partners, Government & Community

(Functional Skills marked with an asterisk\* are essential)

**Required Competencies:****Position Competencies**

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**

Not applicable

**Cross-Functional Competencies**

Analytical Thinking

Technological Awareness

Planning and Organizing

**Language Requirements**

Please note that fluency in English is essential and knowledge of Spanish is desirable for this job opening

**Eligible Applicants:**

This position is advertised open to external applicants.

IMPORTANT NOTE: Persons interested in applying for this position must be Nationals of Trinidad and Tobago or must possess the legal presence in Trinidad and Tobago at the time of application, recruitment and hire.

**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:**

JO for the following local staff position with UNHCR in Port of Spain, Trinidad and Tobago, open to external applications until September 1, 2022 (Midnight, Geneva Time):

- Job Opening: Senior Reporting Assistant, LICA-5, UNOPS

Interested applicants should submit their Personal History Form (PHF) to the email [panpahrmco@unhcr.org](mailto:panpahrmco@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.

**Closing Date:**

The closing date for submission of applications is 28/08/2022 (Midnight Geneva time).

**Additional Information:**

Please note that this position is offered under UNOPS LICA contract at LICA-5 level until 31 December 2022, with possible extension subject to budget, good performance and operational needs.

Shortlisted candidates will be interviewed and might be requested to sit for a test. Only short-listed candidates will be notified. No late applications will be accepted.

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

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.

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.