



UNHCR

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

UNHCR Representation in China

Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title : Liaison Associate

Position No. : 10029469

Contract/Grade : Fixed Term Appointment, G6

Duty Station : Beijing, China

Section/Unit : Liaison

Entry on Duty : Immediate

Duration : One year (extendable subject to satisfactory performance and availability of funds)

Application closing date: 12 October 2018

1. General Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People's Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees, and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

2. Organizational Context

Under the supervision of the Liaison Officer, the responsibilities of the 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.



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3. Responsibility

- Assist in the establishment of close working relations with officials in various ministries especially Ministry of Foreign Affairs;
- Inform the Representative on a continuing basis of relevant information on the outcome of discussions with MFA on various issues;
- Accompany the Representative/Deputy Representative and Headquarters visitors on missions and meetings;
- Draft correspondence and reports as required;
- Assist in preparation for different visits and missions to the operation;
- Undertake other duties as required.

4. Essential Minimum Qualifications and Professional Experience Required

- Completion of secondary education with post-secondary training/certificate in related fields;
- Minimum of 6 years of work experience relevant to the function;
- Fluency in English and working knowledge of another relevant UN language or local language.

5. Desirable qualifications and competencies

- Good knowledge of UN/UNHCR operations and good political awareness.

Applicants who wish to be considered for this vacancy should send their (i) motivation letter, (ii) CV, (iii) fact sheet* and (iv) **signed** Personal History Form (available at <http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip>) by email to chibe@unhcr.org with subject “Liaison Associate G6 (Post No. 10029469)” no later than 12 October 2018.

* *For Internal Applicants only*

Note:

- 1) **Incomplete applications will not be considered.**
- 2) **Only those short-listed for interviews will be notified and invited for written test and interview.**