

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
OFFICE OF THE REPRESENTATIVE IN MYANMAR
Readvertisement: Internal/External Vacancy Notice

1. Job Details

Job Requisition ID	: JR2556260
Job Title	: Associate Field Officer
Position Number	: 33078601
Job Type	: Fixed-Term Appointment
Time Type	: Full time
Location	: Maungdaw, Myanmar
Position Start Date	: As soon as possible
Post Duration	: Initially one year with possible extension
No. of Positions	: 1 post
Job Posting End Date	: 1 July 2025

2. Terms of Reference

Organizational Setting and Work Relationships

The Associate Field Officer is normally supervised by the Senior Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive indirect guidance from other sections and units relevant to the country/regional programme(s). UNHCR Manual, programme and protection objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the incumbent. The incumbent may supervise some support staff. S/he has daily contacts with staff in the various field offices and with the functional units at the Country/Regional Office. S/he also has close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies to discuss matters of common interest.

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

- Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of refugees.
- Assess protection and assistance needs of refugees and asylum-seekers in the region and monitor implementation of refugee assistance programmes.
- In co-ordination with implementing partners, handle the reception, registration and provision of assistance to persons of concern to UNHCR.
- Provide inputs for project submissions and periodic narrative and financial reports for the annual programme.
- Develop and maintain relations with local authorities ensuring smooth negotiations in all aspects of UNHCR's mandate for the benefit of refugees.
- Monitor the security situation in the area and intervene as appropriate with the local authorities.

- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.
- Approve expenditures within the DOAP.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility.
- Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Law, Political Sciences or other relevant field.

Certificates and/or Licenses

UNHCR Operations Management Learning Programme.

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

Relevant Job Experience

Essential

Field experience.

Desirable

Knowledge of refugee law.

Good knowledge of UNHCR's programmes.

Functional Skills

IT-Computer Literacy

PG-UNHCR's Programmes

(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.

Desired Candidate Profile

The ideal candidate for the Associate Field Officer (NOB) – Head of Field Unit in Maungdaw is a dynamic and field-oriented professional with demonstrated experience in leading protection responses in complex humanitarian settings. The incumbent must possess strong leadership, coordination, and negotiation skills, with a proven ability to operate effectively in high-risk, politically sensitive, and access-constrained environments. A deep understanding of and previous engagement in protection principles, community engagement, and durable solutions is essential. The Associate Field Officer (NOB) must be able to work independently, manage security risks, and maintain a high level of professionalism and integrity in a politically and ethnically sensitive environment.

1. Field Leadership and Operational Management

- Serves as the Head of the Field Unit, providing strategic and operational leadership in the delivery of UNHCR's protection and assistance mandate in northern Rakhine State.
- Leads the day-to-day management of the field unit, ensuring operational effectiveness, staff supervision, and compliance with UNHCR standards.
- Oversees multi-functional teams, ensuring integrated implementation of protection, programme, supply, admin/HR, and security functions.
- Ensures field-level planning and implementation are aligned with UNHCR's multi-year protection and solutions strategy for Rakhine.
- Promotes a culture of accountability, staff well-being, and duty of care, in coordination with relevant support services.

2. Protection and Programme Response

- Leads the design and implementation of field-based protection activities, with a focus on addressing protection risks, enhancing community-based protection, and supporting pathways to solutions for IDPs, returnees, and stateless populations.
- Ensures timely and quality delivery of protection and assistance interventions, including cash-based assistance, in-kind support, and resilience-building initiatives.
- Provides technical guidance to partners and staff on protection monitoring, case management, and referral systems.
- Maintains a strong field presence (remotely or in-person as security permits) to ensure protection interventions are grounded in contextual realities.

3. Stakeholder Engagement and Advocacy

- Builds and maintains effective relationships with implementing partners, local humanitarian networks, civil society organizations, and administrative and security actors to facilitate humanitarian access and promote protection outcomes.
- Advocates for the rights and needs of persons of concern, including access to services, documentation, and freedom of movement.
- Represents UNHCR in meetings with donors, diplomatic missions, and humanitarian actors, highlighting operational challenges, gaps, and opportunities.

4. Inter-Agency Coordination

- Supports coordination mechanisms at the sub-national level, including joint assessments, inter-agency missions, and cluster coordination under the Area Inter-Agency Coordination Group (AICCG).
- Ensures UNHCR's leadership role in protection coordination is effectively exercised and contributes to collective outcomes.

5. Security and Staff Safety

- Ensures the safety and security of staff and operations in coordination with UNDSS and UNHCR's security team in Sittwe.

- Monitors the evolving security context and ensures contingency planning and risk mitigation measures are in place.
- Fosters a supportive and inclusive team environment, promoting staff morale, resilience, and inter-agency collaboration.

Operational context

Occupational Safety and Health Considerations:

To view occupational safety and health considerations for this duty station, please visit this link: <https://wwwnc.cdc.gov/travel>

Nature of Position:

The Associate Field Officer (NOB) serves as the Head of Office (HoO) for UNHCR in Maungdaw, Rakhine State, Myanmar. This position is critical in ensuring the effective implementation of UNHCR's protection and solutions mandate in a complex and sensitive operational environment. The incumbent represents UNHCR at the field level, maintains close contact with local authorities, partners, and communities, and ensures that UNHCR's activities are responsive to the needs of persons of concern, including internally displaced persons (IDPs), returnees, and stateless populations.

Operating under the direct supervision of the Head of Field Office in Sittwe, the Associate Field Officer leads a multidisciplinary team and is responsible for the day-to-day management of the Maungdaw Field Unit. The incumbent ensures coordination of protection, assistance, and community-based interventions while also contributing to inter-agency coordination and humanitarian access efforts.

Living and Working Conditions:

Maungdaw is characterized by physical and social isolation, requiring approximately four hours of travel to the state capital, Sittwe, by boat and vehicle, and a full day of travel to Yangon. Sittwe is accessible via a 1–1.5-hour flight from Yangon, with several flights operating daily. Maungdaw has been classified as a high-risk duty station (E, non-family with Danger Pay) since 1 July 2022.

The town has limited commercial shops and recreational facilities. Medical services are minimal, though an in-house ISOS clinic is available for immediate care and referrals to Yangon or Bangkok as needed.

Health risks include road accidents, food-borne illnesses, snake bites, flooding, and vector-borne diseases such as malaria and dengue. Given the limited medical infrastructure, staff should be in excellent health.

Functional Clearance

This position doesn't require a functional clearance

Additional Qualifications

Skills

IT-Computer Literacy, PG-UNHCR's Programmes

Education

Bachelor of Arts: Law, Bachelor of Arts: Political Science

Certifications

Programme Management (PM) 1 - UNHCR

Work Experience

Competencies

Accountability, Analytical thinking, Client & results orientation, Commitment to continuous learning, Communication, Judgement & decision making, Organizational awareness, Political awareness, Stakeholder management, Teamwork & collaboration

Other information

Please declare if you have any immediate relative currently working with any UN agencies.

UNHCR is an equal opportunity employer and regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

The vacancy notices are on UNHCR e-recruitment platform i.e. WORKDAY, therefore, any interested candidates must submit an application online as per below instruction. Please note that we are no longer accepting any offline applications and we kindly encourage you to apply online and detail instructions are provided below.

A written test may be conducted during the selection process. Only shortlisted candidates will be individually contacted through email to sit a written test (if required) or/and an oral interview.

Qualified female candidates are encouraged to apply.

DIRECTIONS:**For all internal candidates**

Please apply through WORKDAY > Job Search (or) as per below link

[https://wd3.myworkday.com/unhcr/d/task/1422\\$258.html](https://wd3.myworkday.com/unhcr/d/task/1422$258.html)

- Sign In to access your account.
- Search with Job Requisition ID
- Review the job description and select the Apply button to begin your application.

For external candidates

Please apply through WORKDAY platform

<https://unhcr.wd3.myworkdayjobs.com/External>

- Register new account to access.
- Search with Job Requisition ID
- Review the job description and select the Apply button to begin your application.