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Junior Professional Officer		
Associate Regional Resettlement Officer		
United Nations High Commissioner for Refugees		Closing date: 3 rd January 2016
I General information		
Title:	Associate Regional Resettlement Officer	
Sector of Assignment:	Resettlement	
Country:	Kenya	
Location (City):	Nairobi	
Agency:	UNHCR Regional Support Hub in Nairobi	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience	
<p>Note : This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to people with Dutch nationality. For criteria see the website of Nedworc Foundation: http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties, responsibilities and Output Expectations		
General		
<p>The Resettlement Unit at the Regional Support Hub in Nairobi (RSH) coordinates and manages resettlement from the East and Horn of Africa and the Great Lakes region. Resettlement is one of three durable solutions and is the organized selection and movement of refugees to a third country. The Unit covers 13 Countries of Asylum and works towards 13 resettlement countries, coordinating the complex resettlement process from identification to submission to departure with the country operations. There are approximately three million refugees and asylum seekers in the region, with the five largest refugee nationalities being from South Sudan, Somalia, the Democratic Republic of Congo, Sudan and Eritrea.</p> <p>The JPO will assist refugees to be resettled to a third country, by reviewing resettlement cases for quality control, and supporting countries in the East and Horn of Africa and the Great Lakes region to meet their resettlement targets.</p>		
1. Quality review of resettlement cases		
Summary of duties and expected output		
<ul style="list-style-type: none"> Review of resettlement cases referred to RSH from the country operations to ensure that targets are met within the required deadlines and with the requisite quality; 		

- Ensure compliance with UNHCR resettlement standards and policy, including refugee status determination;
- Provide advice and guidance on policy and procedures.

2. Support to country operations in the region

Summary of duties and expected output

- Strategic support to the country operations through training and case processing missions;
- Assist in developing resettlement strategy with the countries in the region;
- Train colleagues in resettlement policies in regular training sessions at RSH;
- Prepare and implement resettlement training materials;
- Write constructive and quality guidance to country operations in a timely manner.

3. Research and analysis

Summary of duties and expected output

- Apply relevant research to resettlement cases and policies;
- Disseminate knowledge of resettlement policies;
- Write reports on themes or countries relating to resettlement and durable solutions;
- Analyse trends and offer constructive ideas/ solutions;
- Stay abreast of political, legal, social and economic developments in the region to assess impact on resettlement activities.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Review and assess resettlement cases to ensure quality compliance with UNHCR's resettlement standards, procedures and policies.
- Possess in-depth knowledge of countries of asylum in the region regarding refugee status determination, protection strategies and solutions.
- Possess in-depth Country of Origin knowledge and types of refugee claims for the main refugee nationalities in the region (Democratic Republic of Congo, Somalia, Eritrea, Ethiopia, Burundi, South Sudan, etc.).
- Apply regional knowledge in analysis.
- Conduct training both on resettlement policies as well as situations in Countries of Asylum.

The JPO training programme includes the following learning elements:

- Individual structured training at RSH Resettlement Unit (immediately upon arrival);
- On-line UNHCR training through Learn & Connect (on-going);
- Resettlement related training workshops (regional or through the Global Learning Center);
- Close regular monitoring, on-the-job training and coaching (on-going);
- The JPO position includes a Duty Travel and Training Allowance (DTTA) of USD 4,000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Senior Regional Resettlement Officer

Content and methodology of supervision

Supervision will be undertaken through UNHCR's formal performance appraisal process, which outlines the jointly agreed tasks and objectives at the beginning of every year. This includes regular performance reviews and agreeing on work plans. Coaching will also be undertaken as well as regular guidance through each phase of work. Timely and constructive feedback will be provided and outputs will be monitored, as they are produced. There are short monthly reports, which are required, on the status of work and results.

V Required Qualifications and Experience

Education:

Master degree or equivalent (international law, international relations, political science, social sciences or related fields of discipline).

Working experience :

Two to maximal 4 years relevant working experience, including internships and voluntary work (depending on relevance to the job, internships and voluntary work may be counted in full or as 50%). Familiarity with the UN System or experience in the humanitarian field is considered as an advantage. Work experience with refugee protection or refugee status determination is an asset.

Diverse field experience is desirable, especially in Africa, or working with populations from Africa.

Languages :

English compulsory (excellent drafting and verbal skills), working knowledge of French desirable.

Key competencies

- Excellent drafting, analytic and verbal skills;
- Ability to work effectively in multi-functional teams;
- Strong inter-personal and cross-cultural communication skills due to a multi-cultural work environment and working with refugees;
- Good IT skills including database management skills;
- Ability to work within deadlines, high volumes of work and coping with stress.

VI Background information on Agency/Department/Section

UNHCR is the UN Refugee Agency.

Further information can be found on website: <http://www.unhcr.org/pages/49e483b76.html>

VII Information on living conditions at Duty Station

Nairobi, Kenya is classified by the United Nations as a family "B" Duty Station, Security Phase 3 (mainly due to crime levels) where vigilance is required. The incumbent needs to closely follow all UN security regulations as advised by UNDSS and UNHCR. There are no security constraints for Dutch citizens in the region. Houses and apartments are easy to find and available to suit all types of needs and price levels, though they need to be located in UN designated areas for security purposes. The Office assists in providing contacts to find appropriate housing. There are very good medical facilities (except for very serious medical conditions) and Nairobi is a medical evacuation point for many countries in the region. There is a wide range of excellent schools available (for all ages) with many social activities. Working opportunities for partners / spouses are limited as the employer needs to ensure that a Kenyan work permit is issued and there are currently restrictions to this.

The Office is a modern, airy building located in a green suburb of Nairobi, and looks out onto a coffee plantation. In general, Nairobi is a bustling, fast-developing African city which presents challenges not found in European cities, e.g. traffic, but the quality of life and variety of food and consumer goods available are high compared to other East African cities.

VIII How to apply

Applications to be submitted via UNHCR recruitment website:

https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_CE.GBL

Applicants will receive acknowledgement of receipt of their submission.

Only shortlisted candidates will be contacted.