

<h1>Advertisement</h1>		
Junior Professional Officer		
<i>Associate Legal Officer</i>		
<b>UNHCR</b>	04 October 2015, midnight	

## I General information

<b>Title:</b>	<b>Associate Legal Officer</b>
<b>Sector of Assignment:</b>	Investigation Service
<b>Country:</b>	Switzerland
<b>Location (City):</b>	Geneva (HQ)
<b>Agency:</b>	United Nations High Commissioner for Refugees
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**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 **candidates from developing countries**. Candidates **MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

## II Duties, responsibilities and Output Expectations

### General

The Associate Legal Officer assesses protection and assistance complaints received by the Inspector General's Office (IGO). (S)he supports the IGO in the preparation and coordination of position papers, periodical reports and other documents relevant to the activities of the Investigation Service. The Associate Legal Officer will manage the IGO hotline, and address grievances received. If so required, the Associate Legal Officer may assist Senior Investigation Specialists and Officers in investigating cases of alleged misconduct, and undertake any other related duties as required by the Head of the Investigation Service.

### 1. Address Complaints

Summary of duties and expected output

- Responsibility: Address all protection and assistance complaints received in the IGO, and monitor protection trends in UNHCR operations worldwide
- Outcome: Assistance provided in reviewing all protection/assistance complaints received in the IGO to ensure timely action and follow up is taken

<b>2. Prepare Position Papers</b>
Summary of duties and expected output <ul style="list-style-type: none"> <li>• Responsibility: Assist in the preparation and coordination of position papers, periodic reports and other documents relevant to the activities of the Investigation Service of the IGO.</li> <li>• Outcome: contribution to the timely completion of position papers and other documents relating to the work of the Investigation Service</li> </ul>
<b>3. Manage IGO Hotline</b>
Summary of duties and expected output <ul style="list-style-type: none"> <li>• Responsibility: Manages the IGO telephone hotline, and addresses grievances received through the hotline</li> <li>• Outcome: The IGO hotline is efficiently managed and clients receive professional advice and guidance.</li> </ul>
<b>III Training component: Learning elements and expectations</b>
Upon completion of the assignment the JPO will have/ will be able to: <ul style="list-style-type: none"> <li>• Assess protection and assistance requests from persons of concern</li> <li>• Interact and liaise with different functional units in an international organization, including at the field level to follow up on cases deemed to be priority</li> <li>• Conduct assessments / interviews using the PEACE model investigative interviewing technique</li> <li>• Develop drafting skills in specialized matters relating to investigations in an international environment</li> </ul>
The JPO training programme includes the following learning elements: <ul style="list-style-type: none"> <li>• Participate in the Investigation Learning Programme, organized by the IGO for colleagues around the world</li> <li>• Participate in a Regional Investigation Training Workshop, organized by the IGO for its NGO partners around the world</li> <li>• Participate in a session of the Conference of International Investigators</li> <li>• Participate in other workshops and trainings on specific aspects of investigation processes, such as interviewing techniques, reporting writing, fraud investigations.</li> <li>• The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.</li> </ul>
<b>IV Supervision</b>
<b>Title of supervisor:</b> Head of Investigation Service
<b>Content and methodology of supervision</b> The JPO will attend the weekly Service meetings where all staff have the opportunity to discuss and review their work. Furthermore, the Head of Service will provide guidance and advice to the JPO on a regular one-to-one basis. Performance evaluation of the JPO will be through UNHCR's established Performance Management System (PAMS), including objective setting, mid-term review and final evaluation.
<b>V Required Qualifications and Experience</b>
<b>Education:</b> Master degree or equivalent (Law, preferably with a focus on human rights, refugee law and/or

international law).

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

**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.

**Languages :**

**Essential:** English (proficient)

**Desirable:** French (working knowledge)

**Key competencies**

- Excellent drafting skills in English
- Ability to work both in a team and independently, with a high level of discretion and to the highest standards of impartiality and integrity.

**VI Background information on Agency/Department/Section**

UNHCR is the UN Refugee Agency. For more information please consult our website: [www.unhcr.org](http://www.unhcr.org)

**VII Information on living conditions at Duty Station**

The Associate Legal Officer is located in the Investigation Service of the Inspector General's Office (IGO) at UNHCR Headquarters in Geneva.

The ultimate aim of the IGO is to support the effective, efficient and accountable management of UNHCR operations and to play a positive role in upholding an environment of integrity in UNHCR by contributing to the maintenance of the highest standards of personal and professional conduct by UNHCR personnel, and affiliated works force in specific cases.

The Investigation Service, working under the authority of the Inspector General, has responsibility for carrying out investigations into possible misconduct within UNHCR in a timely and appropriate manner.

For more information about the IGO please see our website: [www.unhcr.org/pages/52e11b746.html](http://www.unhcr.org/pages/52e11b746.html)

Living conditions in Geneva may be reviewed at: <http://www.cagi.ch>

**VIII How to apply**

Applications must be sent through UNHCR's website, <http://www.unhcr.org/pages/4bc476d36.html> before 04 October 2015, midnight.

The vacancy list can only be accessed if you select "Click here to apply" at the right-hand bottom of

the page. Or using the following link (but not sure this will be working without the previous step)

[https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_CE.GBL](https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_CE.GBL)

Look for P2 position with closing date 04/10/2015

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.