

Advertisement

Junior Professional Officer

Associate Refugee Status Determination Officer

UNHCR

Closing: 15 June 2014



General information

Title:	Associate Refugee Status Determination (RSD) Officer
Sector of Assignment:	RSD Unit
Country:	Jordan
Location (City):	Amman
Agency:	UNHCR
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

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 the Dutch nationality**. For criteria see the website of Nedworc Foundation:

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

II Duties, responsibilities and Output Expectations

General

The Associate RSD Officer will be a member of the Refugee Status Determination (RSD) team and will be assisting the team in working on establishing the refugee status of asylum seekers (mainly Somalis, Sudanese, Iraqis as well as other nationalities) through normal RSD procedures. The Associate RSD Officer will be essentially focusing on case work and processing RSD cases.

1. ACCOUNTABILITY

- UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM).
- Persons of concern have fair and transparent access to the RSD procedures.
- Fraud in the RSD process is identified and appropriately addressed.

2. RESPONSIBILITY

The incumbent is expected to:

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD.
- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.
- Contribute to the development and enhancement of regional and global RSD standards and policies.
- Assist in the supervision and oversight of RSD and RSD-related activities to promote full compliance with written Standard Operating Procedures (SOPs).

- Conduct refugee status determination interviews, drafts legal assessments and makes recommendations on refugee status at first instance, appeal and reopening instances, in accordance with UNHCR guidelines and procedural standards;
- Conduct research on country of origin information and legal issues, manages and improves country of origin information knowledge base, reports on general trends in the relevant countries of origin and replies to queries on specific legal and protection issues, while referring to the supervisor or seeking for advice on more complex issues.
- Provide counseling to refugees, informs and acts upon reports received from refugees within the refugee community or from the local authorities, and follows up on protection issues with the authorities concerned, including court cases concerning refugees;
- Once fully trained and operational and after having demonstrated reviewing capacity, the incumbent may also be required to monitor first instance interviews and review first instance recommendations on refugee status;
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Assist in designing, implementing and revising operation-specific SOPs for all aspects of the RSD operation in accordance with applicable standards and policies.
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing to identify and respond to developments or issues impacting on the efficiency or quality of RSD decision-making, and to propose remedial measures.
- Assist in training and coaching staff, and in building the capacity of the authorities to conduct RSD and provide effective protection;
- Perform other relevant duties as required.

3. **AUTHORITY**

The incumbent will:

- Approve decisions to accelerate RSD processing for cases meeting established criteria.
- Enforce compliance by UNHCR staff engaged in RSD and related activities with UNHCR standards, policies and operation-specific SOPs for all aspects of the RSD operation.
- Make and endorse RSD decisions.

III Training component: Learning elements and expectations

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

- Keep detailed interview transcripts. Draft assessments in a timely manner and review first instance assessments, including drafting comments.
- Compile and manage a COI database on a specific country or countries.
- Supervise interpreters in the RSD Unit and manage their schedule. Identify and interview new interpreters as necessary.
- Design training sessions on RSD for new or less experienced RSD staff and assist in presenting training components.

The JPO training programme includes the following learning elements:

- On the job training, workshops/seminars.
- Refugee Status Determination Learning Programme (on-line UNHCR course concluding in a one week workshop and assignment),
- Mandatory on-line trainings in field security, refugee protection and gender issues.

IV Supervision

Title of supervisor: RSD Officer

Content and methodology of supervision

The incumbent is supervised by the RSD Officer, who in consultation with the incumbent, and in line with RSD indicators set for the region, is responsible for planning the amount of RSD to be conducted on a weekly basis and the time allocated to other, related activities; the Senior RSD Officer provides regular guidance on conducting RSD in line with UNHCR's guidelines and procedural standards and reviews/approves recommendations on refugee status made by the incumbent. The RSD Officer provides on the job training and helps to identify other beneficial training programmes.

V Required Qualifications and Experience

Education:

Essential: Master degree or equivalent in Law, Political Science, International Relations or another related field.

Desirable: Completion of UNHCR's RSD Learning Programme, COI Learning Programme, Protection Learning Programme.

Working experience :

Essential:

- Preferably 2 to maximal 4 years of relevant working experience, preferably in the area of refugee protection, human rights or international humanitarian law.
- Experience working directly with procedures and principles related to RSD and knowledge of International Refugee Law and Human Rights Law. Ability to apply the relevant legal principles.

Desirable:

- Familiarity with the UN System.
- Experience in working with vulnerable or traumatized individuals.
- Experience in counselling asylum seekers or refugees.

Languages :

Essential: Excellent spoken and written English.

Desirable: Working knowledge of Arabic.

Key competencies

Essential:

- Excellent research, writing and analytical skills.
- Flexibility and strong interpersonal as well as cross-cultural communication skills.

Desirable:

- Decision-making skills.
- Coaching and training skills.

VI Background information on Agency/Department/Section

<http://www.unhcr.org/pages/49e45ade6.html>

Refugee Status Determination (RSD) is currently undertaken for asylum seekers mainly from Sudan, Somalia, Iraq, and other nationalities. There is an increase in the number of asylum applications from Sudan (Darfur and South Kordofan regions) as well as Iraq, due to the general insecurity in those regions. Due to the high number of applications received from all nationalities by UNHCR Jordan, there are long waiting period for RSD processing, enhanced registration and RSD procedures and the office is seeking additional resources to ensure timely, efficient, and quality processing of the

caseload.

Jordan is not a State party to the 1951 Convention relating to the Status of Refugees and it does not have any national refugee legislation. RSD is conducted by UNHCR. UNHCR's relationship with the Government of Jordan (GOJ) is governed by a Memorandum of Understanding (MOU), which stipulates that UNHCR has to find a durable solution for recognized refugees in the form of third country resettlement or voluntary repatriation. All foreigners in Jordan fall under the provisions of the Law on the Residence of Foreigners and are allowed to stay for 3 months (with the exception of Syrian nationals). Anyone who has overstayed his/her residency is liable for hefty overstay fines or at risk of deportation. While the GOJ has to date never engaged in large-scale deportations, asylum seekers and even recognised refugees find themselves in a constant situation of uncertainty. Refugees without work-permits are not allowed to work. Many refugees therefore struggle to meet their basic needs especially in Jordan's urban refugee context.

The operational environment in the Hashemite Kingdom of Jordan has changed due to the deterioration in the security situation in neighbouring Syria and the continued influx of Syrians into the country. Nevertheless, the Government of Jordan (GoJ) continues to have an open border policy and continues to provide asylum in its territory for Syrian, Iraqi and other refugees. While the country continues to demonstrate tolerance and hospitality to foreign populations, it does so at the price of substantial strain on national systems and infrastructure.

VII Information on living conditions at the Duty Station

Safety and Security: Amman is a category A duty station with security level 1. Security briefing will be scheduled upon arrival to Amman- Jordan to provide more detailed information regarding personal and residential safety.

Medical facilities: Jordan is considered as one of the best countries in the region providing Medical Facilities and Services. Main providers of medical services include Istishari Hospital and Arab Medical Center.

Employment opportunities for partners / spouses:

A number of international organizations are operating in the country, including UNRWA, UNHCR, UNDP, WFP, and many NGOs. Some opportunities for work in the private / corporate sector also exist.

Finding a house or apartment: possible through newspapers, ads, and numerous real estate offices.

Schooling for children: availability of both national and international schools, with English / French as language of tutoring.

Telecommunications: The Jordan prefix is 962.

Religion :

Islam is the state religion of Jordan. The government of Jordan does not interfere with public worship by the country's Christian minority. Special sensitivity and caution should be exercised at religious sites on holy days and the Friday Muslim Sabbath. Modest attire should be worn in deference to local custom. Muslims pray five times a day and you can hear the call to prayer (called Adaan in Arabic), from mosques throughout the country. Non-Muslims should respect the prayer times.

VIII How to apply

<http://www.unhcr.org/pages/49c3646c49a.html> & <http://www.unhcr.org/pages/4bc476d36.html>

- Applications must be received no later than **15 June 2014, midnight (Geneva time)**. Applications received after this date will not be considered.
- Applicants will receive acknowledgement of receipt of their submission.
- Only shortlisted candidates will be contacted.