

Advertisement

Junior Professional Officer Associate Resettlement Officer

UNHCR

Closing Date:
30 April 2012



I General information

Title:	Associate Resettlement Officer
Sector of Assignment:	Protection
Country:	Switzerland
Location (City):	Geneva
Agency:	UNHCR - Headquarters
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 the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

II Duties, responsibilities and Output Expectations

General

- Implement resettlement policies, strategies, and standard operating procedures to maintain a coherent, credible, and transparent resettlement programme;
- Ensure quality control in both form and substance of resettlement submissions through careful review and analysis of RRFs prior to onwards submission to resettlement countries;
- Provide comprehensive feedback to Field Offices to support and develop resettlement staff in their preparation of resettlement submissions;
- In cooperation with designated focal points in the Resettlement Service for relations with resettlement countries, closely monitor resettlement country special quotas to ensure timely filling of quotas and analyze trends in resettlement country decision making;
- Liaise with resettlement countries and resettlement HUBS 1 Regional Offices to ensure statistical recording of quota usage is reconciled with the processing unit's statistics;
- Evaluate, track and disseminate to the field information and instructions pertaining to resettlement country's special quotas, submission guidelines, operating constraints and special requests;
- Prepare progress reports and compile correct monthly resettlement reports for supervisor and the Resettlement Service;
- Participate in regular exclusion training and updating taking particular note of emerging trends regarding exclusion triggers in specified caseloads.
- Acting as focal point in coordinating the Family Reunification Travel Assistance Programme, including cross-checking, reviewing and monitoring the processing of family reunification cases; and documenting statistical indicators for family reunification;
- Ensure that available COI is disseminated to resettlement operations as needed;
- Perform other duties as required and requested by Senior Management.

III Training component: Learning elements and expectations

The incumbent will attend periodic workshops and training events on resettlement, Country of Origin Information, and UNHCR's protection mandate. Based on availability of the training courses, the incumbent will be expected to complete UNHCR's Refugee Status Determination Learning Programme and/or the UNHCR Resettlement Learning Programme.

On the job training and coaching by experienced Resettlement staff, including review of and feedback on resettlement cases reviewed by the incumbent, will be provided on a regular basis. The incumbent will become an expert on UNHCR resettlement procedures and on resettlement criteria applied by different resettlement countries. The incumbent will have achieved a good understanding of UNHCR's protection mandate and policies, in particular related to resettlement. The incumbent will have learned how to analytically review files with a view to presenting (in the RRF) refugee needs for Resettlement. In this context, the incumbent will develop strong advocacy skills and a capacity to apply UNHCR's resettlement criteria and compelling legal analysis to individual cases. As such, it is expected the Incumbent will further develop a sound understanding of Refugee Status Determination procedures. The incumbent will additionally have the opportunity to develop some research and planning skills.

These learning elements result from the tasks the JPO carries out during the assignment, and will be defined in the form of measurable results, for instance:

- Number of RRFs reviewed and submitted for resettlement consideration;
- Number of Family Reunification cases finalized;
- Accurate statistical reporting;
- Timely filling of special resettlement quotas;

IV Supervision

Title of supervisor: Senior Resettlement Officer

Content and methodology of supervision

Under the direct supervision of the Sr. Resettlement Officer and the overall guidance and oversight of the Sr. Resettlement Coordinator, the Associate Resettlement Officer will assist in strengthening the capacity of the Processing Unit. The Associate Resettlement Officer will ensure that those refugees eligible for resettlement are successfully submitted to appropriate resettlement countries for resettlement consideration. The direct supervisor will provide in-depth training in resettlement, resettlement assessments and referrals, facilitate training in RSD and exclusion, and provide general guidance, advice, and oversight on a daily basis.

V Required Qualifications and Experience

Education:

Master degree or equivalent University degree preferably in Law, International Law, Human Rights Law. Degree in Political Science, International Relations, Refugee studies or similar degree also considered. Bachelor degree accepted with a minimum of 3 years of work experience.

Working experience :

Preferably 2 to **maximal 4 years** relevant working experience, including internships and voluntary work, in humanitarian affairs, preferably with refugees/IDPs in the field. Prior experience in interviewing and drafting for resettlement or refugee status determination will be an asset.

Languages :

Required: Proficiency in English. Excellent drafting skills

Desirable: French or any other official UN language.

Key competencies

- Empowering and building trust
- Managing Performance

- Judgment and decision making
- Strategic planning and vision
- Managing resources
- Analytical Thinking
- Innovation and Creativity
- Planning and Organizing
- Political Awareness
- Change Capability and
- Adaptability

The incumbent is expected to be an important and active part of a highly dedicated and dynamic team. The incumbent should be flexible and adaptable, possess excellent drafting and analytical skills, and able to work in a multicultural environment and under a high level of pressure. As part of a team providing advice and guidance to colleagues in the field, the incumbent must have excellent communication skills. The incumbent should be flexible and able to work under pressure and deadlines.

VI Background information on Agency/Department/Section

Through compelling advocacy and sound legal analysis, the incumbent will assist the field to ensure the most vulnerable and deserving refugees are submitted for resettlement consideration and are provided an opportunity to obtain a durable solution to their plight. The Processing Unit worked on behalf of approximately 1,000 refugees for resettlement consideration to various resettlement countries throughout 2010 and 2011. It is expected approximately the same numbers will be processed during 2012.

VII Information on living conditions at Duty Station

Geneva is a category H Duty Station. Living conditions are good though the cost of living is relatively high.

VIII How to apply

Please apply on line on UNHCR website at: <http://www.unhcr.org/pages/4bc476d36.html>

Closing date: 30th April 2012

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.