Title of Post | Senior Resettlement Assistant | Category/grade | General Service, G5
---|---|---|---
Post Number | 10034767 & 10034768 (Two Positions) | Type of contract | Fixed-Term Appointment
Location | Erbil, Iraq | Date of Issue | 23 November 2020
Effective date of assignment | 01 April 2020 | Closing Date | 06 December 2020

**ORGANIZATIONAL SETTING, WORK RELATIONSHIPS and OPERATIONAL CONTEXT:**

A Senior Resettlement Assistant position is typically located at Multi-Country Office, Branch Office or Field Office. Under supervision, the incumbent’s primary role is to assist the supervisor in effective resettlement delivery of a given UNHCR Office in accordance with the UNHCR Resettlement Handbook, UNHCR Manual and relevant policy papers and publications. The incumbent provides important clerical and administrative support to resettlement operations and may as required take part in assessing cases for resettlement and conducting interviews. S/he maintains frequent contacts with the supervisor, relevant colleagues within the same Office or Offices under purview to exchange information and discuss issues on resettlement cases. Some contacts and communication at a working level are required with Embassy / Immigration Officials of resettlement countries, IOM as well as with other operating partners regarding resettlement issues.

The candidate should ideally have experience with interviewing asylum-seekers and refugees, drafting RRFs and a strong familiarity with the resettlement process. Demonstrated awareness of resettlement policies and guidelines is needed. S/he is needed to have sound demonstrated skills in case management and an understanding of internal UNHCR referral systems. The candidate should be detail-oriented, punctual and have previous experience in working in demanding environments.

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:**

- Carry out preliminary interviews and initial assessments to process refugees for resettlement following established procedures.
- Prepare written documentation for resettlement submission; ensure that records / files of individual cases are updated in a systematic and timely manner.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.
- Provide persons of concern (PoC) with up-to-date and accurate information on UNHCR’s resettlement policies and procedures.
- Comply with UNHCR’s standard operating procedures on resettlement, ensuring timely action on cases.
- Follow up on cases from time of submission to final decision and departure; ensure effective in-country communication on the status and follow-up on PoC being considered for resettlement.
- Assist in maintaining and updating proGres or Consolidated Online Resettlement Tracking System (CORTS) database and provide technical support.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Organize logistical support for governments undertaking resettlement missions.
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Draft / type routine correspondence to Field Offices / Multi-Country Offices / Headquarters.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud by reporting suspected fraud.
- Recommend eligible cases for resettlement consideration.
- Provide counselling to PoC.
- Perform other related duties as required.

**Essential Minimum Qualifications and Experience:**

- 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher.
- Knowledge of English together with a strong command of Arabic and/or Kurdish languages (Kurmanji dialect).

**Desirable Qualifications & Competencies:**

- Certificates and/or Licenses in International Law and International Relations.
- Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications.
- Completion of UNHCR specific learning/training activities (e.g., PLP and RSD/Resettlement Learning.
- Programme, resettlement anti-fraud workshop).

**Functional skills:**
- CM-Cross-cultural communication.
- PR-Resettlement/Repatriation/Voluntary Repatriation.
- UN-UNHCR Operations, mandate, principles and policies.
- PR-Resettlement Anti-Fraud Policy and Procedures.

**Required Competencies:**

**Core Competencies:**
- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation
Cross-Functional Competencies:
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

Eligibility:

Internal candidates (Group 1 and Group 2):
Interested staff members should consult the Administrative Instruction on Recruitment and Assignments of Locally Recruited Staff (RALS) (UNHCR/Al/2020/1/REV.1 dated 01 May 2020). If you have questions regarding your eligibility, you may also contact the HR Unit. Internal candidates are Group 1 and vetted group 2 candidates.

Group 1: Comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group 2: Group 2 comprises candidates from the categories listed below after completion of one cumulative or continuous year of service in the country of the vacancy. The Group 2 status will be confirmed by DHR or the HR/Admin in the relevant country, as applicable:
- Current locally recruited UNHCR staff members holding a temporary appointment
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- National United Nations Volunteers currently working for UNHCR
- National UNOPS and individual contractors currently working for UNHCR
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member’s personal grade
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

External candidates:
- External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: http://icsc.un.org

1In order to be considered as group 2 candidates, the applicants must be vetted at the time of applications. To be considered for Group 2 status, candidates must apply for an open call through the following link: https://www.unhcr.org/iraq-jobs/entry/11409/ and go through the vetting process. Vetting process takes around 8 weeks.
Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internals), signed Personal History Form (for Group 2 and external candidates) through the online portal at https://www.unhcr.org/iraq-jobs/.

The Personal History Form and its supplementary sheet can also be downloaded from the portal.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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