



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Notice **Internal/External**

Position title: Senior Resettlement Assistant

Position Grade: G5

Vacancy Number: VN-20-01

Duty Station: Mashhad, IRAN

Type of Contract: Fixed-term appointment

Interested applicants should directly send their Personal History Forms to email address: irntevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

Closing date: 26 January 2020

Please make sure you will mention the Vacancy Number (VN-20-01) in the subject line of your email.

Short-listed candidates may be invited for Functional Assessment and/or Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Position Requirements:

Organizational Setting and Work Relationships

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.

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.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 5 years relevant experience with High school diploma

Field(s) of Education

not applicable

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

*International Law;
International Relations;*

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Not specified.

Desirable

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;*

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

Competency Requirements

- *Analytical thinking*
Displays analytical thinking by identifying, defining and analyzing information, situations and problems. Arrives at viable solutions through a variety of approaches: critical thought, methodical review of implications, intuition and rational conclusions.
- *Planning and organizing*
Able to organize self and others to take efficient and effective action over the short, medium and long term.
- *Stakeholder management*
The ability to see the fulfillment of UNHCR's mission as part of a United Nations system by building networks of mutual trust with stakeholders in order to maximise results for people of concern.
- *Change capability and adaptability*
Demonstrates flexibility, both intellectually and behaviourally, to adapt to and work effectively in a variety of situations, often under demanding conditions, and to cope with the unforeseen or unexpected. Looks for opportunities presented by change and is not "paralysed" by new and unusual scenarios; creates opportunities to improve the way in which they work.
- *Teamwork & Collaboration*
Demonstrates the ability to work effectively with colleagues and partners from different backgrounds, cultures and functions, to achieve shared goals and optimize results.