

INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. UNHCR/WAS/2020-05

Title of Post	Liaison Officer	Category/grade	National Officer C (NOC)
Type of contract	Temporary Appointment (15 April – 15 July 2020)		
Location	Washington, DC, USA	Date of Issue	04 March 2020
Effective date of assignment	15 April 2020	Closing Date	19 March 2020

General Background:

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities, and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are present in over 125 countries, using our expertise to protect and care for millions.

Operational Context:

Since 2013, asylum-seekers from the North of Central America, Mexico, and other regions have arrived in growing numbers at the U.S. southern border, putting pressure on the U.S. asylum procedure and border management systems. In 2019, significant fluctuations in numbers of family units and unaccompanied and separated children within broader mixed flows challenged existing U.S. border infrastructure and systems. Additionally, a series of fundamental changes to law, policy and practice put in place in 2019 impacted the humanitarian situation of those seeking asylum at the border, particularly families and other vulnerable populations. In response, UNHCR Multi-Country Office Washington (MCO Washington) has expanded its technical engagement with the U.S. government, as well as with state and local government and civil society stakeholders in the southern border states, to promote a more resilient response to large arrivals of asylum-seekers. Additionally, coordination with UNHCR Mexico, which has operations and partnerships in the northern Mexican border region, has been expanded.

In this context, UNHCR is recruiting a Liaison Officer to be part of a small UNHCR team deployed at the U.S. southern border. The successful candidate will provide support with a wide range of activities, including building and maintaining effective and collaborative engagement with relevant authorities and other partners; stakeholder coordination support; cross-border coordination with UNHCR teams in Mexico; and reporting activities, among others. This temporary position is based in Washington, D.C., with travel required to border cities in Texas, New Mexico Arizona and/or California (as needed), including potential cross-border missions into northern Mexico. The work environment requires strong team orientation and demonstrated capacity to work both independently and collaboratively in a high-paced and often stressful environment, sometimes including in remote working conditions. This position reports to a Team Leader who is based in San Diego.

Functional Statement:

Responsibility:

- Stay abreast of national and regional developments that impact the protection environment for UNHCR's populations of concern;
- Provide technical assistance to and liaise with/participate in initiatives alongside authorities, NGOs, and other relevant institutions;
- Assist in the establishment and regular functioning of coordination mechanisms;
- Build successful relationships with key stakeholders to promote dynamic and strategic opportunities for engagement;
- Produce high-quality, timely analysis and reporting on protection developments;
- Engage with UNHCR stakeholders and partners to advance the priorities of UNHCR's protection and solutions strategy;
- Contribute to and facilitate effective information management through the tracking and provision of data on populations of concern;
- Any other required assistance to support the UNHCR Office and team leader in San Diego, as needed.

Essential Minimum Qualifications and Experience:

Education: Advanced degree (J.D. or Master's level) in Law, International Law, Political Sciences, Social Sciences, or a related field.

Job experience relevant to the function: Minimum 8 years of relevant experience.

Relevant job experience:

- Experience with/knowledge of the U.S. asylum system and relevant U.S. Government agencies and other stakeholders;
- Ability to apply relevant international legal principles;
- Previous experience working in humanitarian response in domestic and/or international context;
- Experience coordinating and conducting protection monitoring;
- Experience systematizing and drafting situation reports;
- Strong interagency coordination experience, including contingency planning, and experience working with other/another UN agencies or international organizations;
- Experience working in sensitive political contexts, with experience and ability to work constructively and collaboratively with government counterparts;
- Experience creating, organizing, and implementing training programmes for partners, government staff, and other UN agencies;
- Excellent drafting and editing skills in English;
- IT and data analysis skills;
- Experience handling sensitive or confidential data;

Languages: Fluency in English, professional proficiency in Spanish; proficiency in other UN languages an asset.

Additional desirable Qualifications & Competencies:

Relevant job experience:

- Experience with various aspects of UNHCR processing, including registration, refugee status determination, resettlement and/or case management is desired;
- Direct services experience is a strongly desired.
- International experience in a humanitarian setting is a strong asset.

Additional skills:

- Experience with Microsoft Teams and collaboration software;
- Strong written and oral communication skills;
- Good time management skills.

Required Competencies:**Core**

- *Accountability*
- *Communication*
- *Organizational Awareness*
- *Teamwork & Collaboration*
- *Commitment to Continuous Learning*
- *Client & Result Orientation*

Managerial

- *Judgement and Decision Making*

Cross-Functional Competencies

- *Stakeholder Management*
- *Negotiation and Conflict Resolution*
- *Political Awareness*

Legal Status:

Candidates must be US Citizens

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>

Submission of Applications:

Interested candidate should submit their application via email to usawaadm@unhcr.org quoting “**Liaison Officer (NOC) TA - PSU - WAS**” in the subject line: 1) **UNHCR Personal History Form** available: <https://www.unhcr.org/recruit/p11new.doc> Supplementary Sheet available: www.unhcr.org/recruit/unhcr-phf-sup.docm 2) A letter of motivation. Shortlisted candidates may be required to sit for a written test and/or oral interview.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees). UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.