Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR has helped dozens of millions of people restart their lives. UNHCR is now looking for:

Resettlement Officer Profile

For Junior (P2), Mid (P3) and Senior (P4) Level Positions

The Resettlement Officer provides technical expertise to resettlement operations including the assessment of cases for resettlement and, depending on his/her grade, leads a team of resettlement staff members to ensure procedural compliance and quality of case submissions in accordance with UNHCR procedures.

Typical functions may include:

- Stay abreast and analyze the implications of political, legal, social and economic developments that have an impact on the protection environment.
- Identify, interview, assess resettlement needs, and process persons identified for resettlement following established procedures, undertaking field missions and providing counselling to individuals as required.
- Contribute to the development and enhancement of strategies and mechanisms to address the resettlement needs of persons of concern in the context of comprehensive solution strategies.
- Monitor resettlement activities to ensure progress against targets, transparency and efficiency in case submissions and appropriate follow-up with resettlement countries and other key stakeholders.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process.
- Mitigate resettlement fraud through oversight (including in-country travel), advice and guidance.
- Guide and capacitate the country operation to prepare consistent and quality resettlement submissions, including support to Field Offices and oversight of programme design and implementation.
- Devise and implement group resettlement procedures, including planning, profiling, logistical arrangements, verification and post-verification follow-up.
- Maintain regular contact and close cooperation with resettlement countries and partners to ensure effective resettlement delivery and adherence to adequate protection and resettlement standards.
• Assist in assessing training needs, draw training plan and strategy and facilitate resettlement and related training to UNHCR staff, partners and other stakeholders.
• Ensure that up-to-date and accurate statistics, resettlement reports and needs assessments are submitted to management as required.

Minimum qualifications and professional experience required:

For positions at the P2 level

- **Education**: (Advanced) University degree in international law, international relations, political science, social sciences or related fields of discipline.

- **Job Experience**: Minimum 2 years (4 years with University degree) of professional work experience relevant to refugee protection work.

**Languages**: Excellent knowledge of English and working knowledge of another UN language. In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.

For positions at the P3 level

- **Education**: (Advanced) University degree in international law, international relations, political science, social sciences or related fields of discipline

- **Job Experience**: Minimum 6 years (8 years with University degree) of professional work experience relevant to refugee protection work, of which 2 years in an international capacity.

- **Languages**: Excellent knowledge of English and working knowledge of another UN language. In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

For positions at the P4 level

- **Education**: (Advanced) University degree in international law, international relations, political science, social sciences or related fields of discipline.

- **Job experience**: minimum 10 years (12 years with University degree) of professional work experience relevant to refugee protection work of which 5 years in an international capacity.

- **Languages**: Excellent knowledge of English and working knowledge of another UN language. In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.