



UNHCR JOB DESCRIPTION

IDENTIFICATION OF POSITION

Position No: **10008141**

Position Title: **Associate External Relations & Protection Officer (USA)**

Position Grade: **NOB**
(National Officer Category)

Position Location : **Washington, D.C., USA**

POSITION REQUIREMENTS

ORGANIZATIONAL CONTEXT.

The position reports to the Senior Advisor (US Government and External Relations) in Regional Office Washington (ROW) and provides him/her and other senior managers with timely analysis regarding the U.S. political environment as well as policy/legislative developments affecting the protection of refugees in the United States. The incumbent will build and maintain strong relationships with Congressional and Administration officials involved in shaping U.S. refugee and statelessness policy. The incumbent will identify and help seize opportunities to influence the U.S. Government's domestic laws and policies in the interest of refugees, asylum-seekers, stateless persons, and others of concern in the United States.

The incumbent is a key member of the External Relations Unit, working in collaboration with other staff, in particular UNHCR protection colleagues, to relay timely and consistent messages to U.S. policymakers and to address Congressional interests, concerns, and requests for information. The position requires close working relationships both within UNHCR and with the wider advocacy community in Washington. The post requires knowledge of the United States legislative processes, the interrelationship between the Administration and Congress, and an extensive network of contacts throughout the U.S. Government, particularly on Capitol Hill. The post also requires a strong protection background and knowledge of international and U.S. refugee law.

Due to the close connection between U.S. refugee policy and protection/displacement situations in the region, the incumbent should have familiarity with Latin America and the Caribbean and speak Spanish. Technical advice is sought from DIP to ensure that USG government relations efforts are in line with UNHCR's global strategy.

FUNCTIONAL STATEMENT.

Accountability

- The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards, and IASC principles.
- Working relationships with key congressional and government staff lead to an improved protection environment in the United States.

Responsibility

- Advocate effectively for refugees, asylum-seekers, stateless persons, and other populations of concern to UNHCR in the United States by providing Congress with detailed and timely updates on country of origin information, international standards, and UNHCR guidance.
- Share fact sheets and other materials related to UNHCR's population of concern and on thematic issues.
- Brief congressional members and staff on UNHCR's mandate, role, and activities, and create ties with influential congressional offices.
- Monitor congressional action relating to U.S. refugee and statelessness policies by maintaining and establishing relationships with key congressional staff.
- Mobilize and coordinate appropriate interventions throughout the year by facilitating missions, briefings, statements, and letters by ROW to positively affect decision making on domestic refugee issues.
- Prepare necessary documentation for advocacy purposes for UNHCR in Washington, DC, including documentation on protection gaps, linkages with U.S. national security/foreign policy interests, and impact of existing policies and proposed changes on persons of concern.
- Analyze relevant legislative and policy developments, particularly those reflecting domestic refugee and statelessness policies.
- Monitor congressional action relating to refugees and stateless persons particularly in the context of hearings and briefings.
- Provide timely reports on congressional events with an analysis on impact to UNHCR's population of concern in the United States.
- Support the Senior ER Advisor and other senior managers in building and maintaining relationships with key NGO advocates and other experts and organizations, including think tanks, to strengthen protection in the U.S.
- Liaise with them on UNHCR's priorities and congressional activities and share intelligence and information; leverage these voices to help open doors to congressional and U.S. government officials and promote UNHCR's key messages.
- Monitor and provide HQ and ROW staff with updates and analysis on the latest political, policy, and legislative developments affecting U.S. refugee policy and U.S. Convention obligations and to ensure that UNHCR maintains its role as technical advisor with the competent authorities in the United States.
- Facilitate and promote congressional visits for UNHCR staff on mission in Washington.
- Assist UNHCR staff in advocating for their respective operation by providing them with detailed background of the congressional member/staff that they are meeting, including an analysis of issues relevant to that particular congressional office.
- Respond to congressional requests for information, both at the DC level and the state/district level, which could include requests for operational data, displacement figures, or assistance with individual cases.
- Facilitate congressional staff delegations to the field by providing timely information to field colleagues on the background of the delegation and its purpose, and coordinate travel details as well as objectives for the visit to ensure a positive image of UNHCR and consistent messaging.
- Promote and contribute to measures to identify, prevent and reduce statelessness in the United States.
- Perform other related duties as required.

Authority

- Represent UNHCR in meetings and fora as required.
- Intervene with authorities on U.S. protection issues.
- Decide how to respond to request for information and/or queries.
- Decide on the content of the reports and analysis on government events.

REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input checked="" type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- U.S Citizenship required.
- Education: University degree in Law, International Law, Political Sciences, Communication, International Relations or related field.
- Minimum of 4 years of previous job experience relevant to the function, including advocacy.
- Excellent understanding of the U.S. government structure, U.S. asylum, refugee and immigration laws; U.S. foreign policy priorities; and the U.S. legislative and regulatory process.
- Excellent knowledge of MS Word and Excel.
- Strong people and communication skills.
- Excellent knowledge of English, including excellent drafting, editing and presentation skills in English (reports, briefing notes, official correspondence, oral presentations).
- Proficiency in Spanish.

DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- General understanding of United Nations and UNHCR structure and financial processes.
- Experience with UNHCR / other UN agency.
- Experience in advocacy or fundraising.

SUBMISSION OF APPLICATION

Interested candidates meeting the above requirements are requested to submit UN Personnel History (P.11) Form available <http://www.unhcr.org/recruit/p11new.doc> (or Fact Sheet for internal candidates) along with a letter of motivation by e-mail to usawaadm@unhcr.org quoting "Associate ER and Prot. Officer NOB 10008141" in the subject line of the email.

Application deadline is 6 October 2017 by close of business, 5 p.m. EST.

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for interview.

Please no phone calls.