



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)
(STANDARD)

PART 2A – IDENTIFICATION OF POST

Post No. : 10017364

Post Title: Associate RSD Officer
Post Location : Jakarta, Indonesia
Supervisor Post No., Title & Grade:

Post Grade: P-2

PART 2B – POST REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT (Please define the role of the post within the team, describing its leadership role, if any, its external/internal work relationships or contacts and the contextual environment in which it operates)

The Associate RSD Officer is a member of the Refugee Status Determination team whose role is to coordinate and conduct the day-to-day supervision of a team of Assistant RSD Officers, including allocate work and decide on refugee status at first instance, under the direct supervision of the RSD Officer. S/he is also responsible for performing appeal adjudication at second instance level, leading to the submission of quasi-judicial recommendations on refugee status for final decision to be approved by the supervisor.

2.2 FUNCTIONAL STATEMENT (Please describe the functions to be performed by the incumbent of the post, focusing on the deliverables or the achievements expected from the job. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions)

Under the supervision of a senior RSD or Protection Officer, the Associate RSD Officer is responsible for coordinating RSD activities and conducting refugee status determination interviews, drafting legal assessments and making recommendations on refugee status, in accordance with UNHCR guidelines and procedural standards. S/he monitors first instance RSD interviews and reviews first instance recommendations on refugee status. The Associate RSD Officer provides RSD counselling to refugees, informs and acts upon reports received from refugees within the refugee community or from the local authorities, and follows up on protection issues with the authorities concerned, including court cases concerning refugees. S/he conducts researches (on country of origin and legal issues), manages and improves the country of origin knowledge base, reports on general trends in the relevant countries of origin and replies to queries on specific legal and protection issues, while referring to the supervisor or seeking for advice on more complex issues. The Associate RSD Officer assists in training and coaching the staff, and in building the capacity of the authorities to conduct RSD and provide effective protection. S/he may perform other duties, as required.

2.3 REQUIRED COMPETENCIES (List a maximum of six (06) reference numbers and names of the applicable functional and/or managerial competencies which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. – CMS booklet provides reference numbers, competency names, definitions and indicators –

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Functional Competencies</u>
1. <input type="checkbox"/> MC01	Strategic Planning	1.PT03	Establishing eligibility for refugee status
2. <input type="checkbox"/> MC02	Leadership	2.PT05	Promoting refugee law/protection principles
3. <input checked="" type="checkbox"/> MC03	Managing Performance	3.PT06	Protecting refugees and other person of concern at
4. <input checked="" type="checkbox"/> MC04	Coaching and Developing Staff	4.PT07	Providing protection information
5. <input checked="" type="checkbox"/> MC05	Managing Resources	5.SD05	Training delivery
6. <input checked="" type="checkbox"/> MC06	Political and Organization Awareness	6.	

2.4 MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED *(please define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the post)*

University Degree in either Law, Political sciences or International Relations.

Minimum 4 years (with BA) and a minimum of 2 years (with a Master) of relevant experience at professional level with a maximum of 2 years in international capacity.

Working experience in International Refugee Law, in counselling refugees/asylum seekers and in individual case management

Excellent spoken and written English and knowledge of another relevant UN language. Fluency in the local language for National Officer posts.

Computer literacy

Excellent research, writing and analytical skills.

Flexibility and strong interpersonal and cross-cultural communication skills.

Demonstrable interest in human rights or refugee issues.

2.5 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...)*

Practice at Bar Associations. Ability to deal with traumatized and vulnerable people.

Good team working skills and the ability to prioritize, work to deadlines and cope with stress and high volumes of work.

Completion of the UNHCR Protection Learning Programme and/or RSD/Resettlement Learning Programme.

UNHCR aims for workforce diversity. Women are encouraged to apply for positions

How to Apply:

A full curriculum vitae, including nationality and references, should be sent to: UNHCR, Vacancy Management Unit (quoting ref. 10017364), case postale 2500, 1211 Geneva 2 Dépôt, Switzerland, or by fax (+41 22) 739 7322, or preferably, by e-mail: hqpe14@unhcr.org.

Closing date for receipt of applications: **10 May 2011**