

Strengthen the cooperation with refugees and refugee communities for UNHCR Office for Switzerland and Liechtenstein

The UNHCR Office for Switzerland and Liechtenstein is located in Bern and acts as a country office for the two countries. We work closely with the Swiss authorities, non-governmental organisations (NGOs) and other relevant actors in Switzerland for the protection of asylum seekers, refugees and stateless people. We also work to find durable solutions for refugees.

The rights, needs, dignity and perspectives of persons of concern define and shape the work of UNHCR. To provide the best possible protection and solutions to them, UNHCR is eager to promote participatory approaches and seeks to employ a Refugee Outreach Coordinator to strengthen and enhance the partnership between UNHCR and refugees and their communities.

Tasks of the Refugee Outreach Coordinator:

- Map refugee communities/organisations and important individuals in Switzerland and Liechtenstein.
- Organize and lead regional Workshops/events to build networks between refugee communities and local authorities.
- Develop concepts for a systematic and holistic participation of refugees in Switzerland. Find ways to ensure that refugees are heard, represented and involved in decisions made by UNHCR and others.
- Advise on the development of materials, tools and social media content targeting refugees and refugee communities.

Timeframe : 1 March to 31 August 2021 (part-time, 50%)

Duty station: individual contractor will be home-based (travel within Switzerland)

Required qualifications:

To be considered as an Outreach Refugee Coordinator, the following criteria must be fulfilled:

- The individual contractor is a refugee or a provisionally admitted person in Switzerland (permit B or F)
- Experience with organizing and conducting workshops
- Good network with refugee communities in Switzerland (or in parts of Switzerland)
- Good IT-skills (Word, Excel, Power Point)
- Experience in working in teams
- Very good skills in either German or French, working knowledge of other national language and English

Application:

Please send your application consisting of a cover letter and a CV by e-mail to Silvana Menzli (menzli@unhcr.org) with subject line "Application Contractor – Refugee Outreach Coordinator".

Closing date: 27 January 2021

Kindly note that only short-listed candidates will be contacted.

For further questions, please contact Silvana Menzli.

We are looking forward to your application.