



Main duties and responsibilities

Qualifications

Policy and Advocacy Officer

UNHCR National Office, Dublin, Ireland

UNHCR, the UN Refugee Agency, protects people forced to flee their homes because of conflict and persecution. We work in over 130 countries, protecting millions of people by responding with life-saving support safeguarding fundamental human rights and helping them build a better future.

UNHCR Ireland
is seeking a:

Policy and Advocacy Officer

UNHCR's National Office in Dublin is recruiting a Policy and Advocacy Officer to advance a new European multistakeholder project which will develop complementary pathways for refugees to come to Ireland, utilising existing community sponsorship structures. The contractor will work under the guidance and supervision of the Head of Office. The contractor's primary role will be to oversee the design, piloting, and implementation of sponsored complementary pathways for labour and education in Ireland. This will require the development of a tailored national policy framework and the activation of communities, universities and businesses to welcome, host and support the integration of beneficiaries. In particular, the contractor will be required to:

- Contribute to the general management of the project's activities in Ireland, by participating in regular coordination meetings and country-level discussions with partners, and by co-producing with project partners a detailed implementation plan and M&E framework.
- Support the establishment of a national policy framework by mapping existing practices and organising policy design and capacity building sessions to identify key opportunities to scale sponsorship pathways in Ireland.
- Produce reports and policy briefs for internal and external partners.
- Establish contacts with national and local authorities, CSOs, international organisations, universities, businesses, local communities and other relevant stakeholders in Ireland to foster their involvement in complementary pathways programmes.
- Pilot the implementation of complementary pathways for labour and education in Ireland by setting up working groups with relevant civil society actors and national authorities, providing administrative and logistical support to universities and businesses partners and beneficiaries of international protection towards their local integration.
- Maintain regular contact and close cooperation with partners on behalf of UNHCR to ensure effective implementation of Complementary Pathways and adherence to adequate protection standards.
- Assist in the organisation of events and the production of communication tools to raise awareness, engage the relevant stakeholders and share best practices and existing resources.
- Perform other related duties as required.

Essential minimum qualifications and professional experience

- The Policy and Advocacy Officer should have a university degree in political sciences, international relations, journalism, communication, law, human rights, international development, social sciences or a related field.
- Minimum 2 years relevant professional experience
- Fluency in English, both oral and written is essential
- Excellent skills in policy research and analysis
- Experience in managing projects at the national or international level
- Knowledge and/or experience of complementary pathways programmes

Desirable qualifications & competencies

- Knowledge and experience of asylum and refugee law and/or integration practice and policy in Ireland
- Good understanding of displacement and protection issues including resettlement and the application of UNHCR's Age, Gender and Diversity Policy
- Experience of working on an EU Asylum, Migration and Integration Fund project

- Experience in developing and maintaining effective working relationships with a wide network of stakeholders, ranging from national authorities, universities and private sector partners to local communities and CSOs
- Experience in producing communication material and coordinating events
- Flexibility and strong interpersonal and cross-cultural skills
- Excellent team working skills
- Excellent analytical and communication skills
- Sound reporting skills
- Embodies UN core values
- Completion of UNHCR learning programmes or specific training relevant to functions of the position
- Previous experience working with UNHCR or another UN agency will be considered an asset.

Contract terms

The successful candidate will be offered a UNHCR local individual contract for one year with the expectation of renewal subject to satisfactory performance review; the outputs of the project must all be finalised by 31 December 2024.

Salary will be equivalent to net annual salary scale established by ICSC applicable to staff at the G7 grade in Ireland, currently EUR40,338. Contractors must comply with relevant local legislation including but not limited to those relating to taxation, social security requirements, licenses, work permits and visas, and other details stipulated in the terms of their contract. Working modalities will be agreed depending on the prevailing public health conditions at the time but may involve a mixed mode of on-site and remote working.

How to apply

Interested candidates must fill in the Personal History (P.11) form in English, including the Letter of Interest section, which can be obtained at www.unhcr.org/recruit/p11new.doc. Supplementary sheets may also be submitted using this template if necessary: <https://www.unhcr.org/recruit/unhcr-phf-sup.docm>. The completed Personal History form is to be submitted, together with a CV, by **10 December at 17:30** to hadjami@unhcr.org with 'Policy and Advocacy Officer' and the candidate's surname in the subject. Late applications will not be accepted. **Please not, in the event of very high numbers of applications only short-listed candidates will be contacted.**

UNHCR has a zero tolerance policy against Sexual Exploitation and Abuse (SEA), an unacceptable behaviour and prohibited conduct for UNHCR personnel