

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. IVN/EVN 005/22**

<b>Title of Post</b>	<b>Durable Solutions Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>10004424</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Field Office Takoradi (FOTAK), Ghana</b>	<b>Date of Issue</b>	<b>07 July 2022</b>
<b>Effective date of assignment</b>	<b>21 July 2022</b>	<b>Closing Date</b>	<b>2022</b>

### **Organizational Setting and Work Relationships**

The Durable Solutions Associate reports to a more senior Durable Solutions or Protection colleague.

The incumbent is relied upon to contribute to the implementation of a durable solutions strategy. S/he works closely with protection, programme and field staff, contributes to fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strength the involvement of refugee communities and their hosts in the design and implementation of solutions strategies.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

### **Duties**

- Provide counselling to refugees and other persons of concern (POC) to identify the most appropriate durable solution and to enable them to make a well-informed decision.
- Interview candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary Repatriation SOPs.
- Interview and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.
- Assist in updating the electronic database for resettlement, voluntary repatriation and local integration, in line with Standard Operating Procedures.
- Process documentation to ensure that POC receive the documents required for their durable solutions in a timely manner.

- Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.
- Interview and advise on the appropriate durable solution to be provided to POC.
- Prepare documents relating to durable solutions.
- Enter information into available database, in line with SOPs.
- Draft and submit reports relating to durable solutions.
- Perform other related duties as required.

**Minimum Qualifications:**

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*For G6 - 3 years relevant experience with High School diploma; or 2 years relevant work experience with Bachelor or equivalent or higher*

**Certificates and/or Licenses**

*HCR Protection Learning Prg;*

*HCR Resettlement Lrng Prg;*

*HCR Protection Induction Prog;*

**Relevant Job Experience**

Diverse field experience. Experience in interviewing.

**Functional Skills**

*IT-Microsoft Office Productivity Software;*

*DM-Database Management;*

**Language Requirements**

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

**Competency Requirements**

**Core Competencies:**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

**Cross-Functional Competencies:**

*Political Awareness*

*Stakeholder Management*

*Technological Awareness*

### Eligibility / Internal candidates:

**Internal candidates:** Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above or below.

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

### Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

### Submission of Application:

If you wish to be considered for this vacancy, please submit your **letter of motivation and updated factsheet (for internals), signed Personal History Form and letter of motivation (for externals)** by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to: [ghaac@unhcr.org](mailto:ghaac@unhcr.org).

The Personal History Form and its supplementary sheet can be found at below links:

<https://drive.google.com/open?id=1AaziPQ0IXnQcfKGF-07YAFbRbRTDz6Qk>

<https://drive.google.com/open?id=1vqQy-ngpiQ6llasbmV6DfISGeA5Te5ns>

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.