



Vacancy Notice

26 September 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/055

Title of Post: Senior Durable Solutions Assistant
Post Number: TA
Duty Station: Nyamata, Rwanda
Category and Level: G5
Duration of assignment: Initially up to December 2019
Entry on Duty: Immediate
Closing date of application: **06 October 2019**

ORGANIZATIONAL CONTEXT

The Senior Durable Solutions Assistant reports to the Durable Solutions Associate, Senior Durable Solutions Associate or Associate Durable Solutions Officer.

The Senior Durable Solutions Assistant is relied upon to contribute to the implementation of a durable solutions strategy. Contributing 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.

FUNCTIONAL STATEMENT

Accountability:

- Durable solutions activities are carried out in accordance with Standard Operating Procedures (SOPs).
Information and data related to durable solutions are up to date and securely maintained, in line with applicable SOPs.

Responsibility:

- Provide counselling to refugees and other persons of concern about their durable solutions needs.
- Interview candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary repatriation 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.
- Participate in identifying resettlement needs of refugees, in line with Resettlement SOPs.
- Assist in updating the electronic databases for resettlement, voluntary repatriation and local integration, in line with Standard Operating Procedures.
- Process documentation to ensure that persons of concern 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

Authority

- Interview and advise on the appropriate durable solution to be provided to persons of concern.
- Prepare documents relating to durable solutions.
- Enter information into available databases, in line with SOPs.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completed Secondary Education in Humanities or equivalent with advanced training/certification in a related field.
- Job experience: Minimum 4 years of relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language
- Planning and Organizing
- Stakeholder Management

DESIRABLE QUALIFICATION & COMPETENCIES

- Diverse field experience
- Completion of PLP, RSD-Resettlement Learning Programme, Protection Induction an asset
- Excellent knowledge in MS word, Excel and database management
- Experience in Interviewing

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **06 October 2019**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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>