



Vacancy Notice

26 September 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/054

Title of Post: Resettlement Associate (2 positions)
Post Number: TA
Duty Station: Nyamata, Rwanda
Category and Level: G6
Duration of assignment: Initially up to December 2019
Entry on Duty: Immediate
Closing date of application: **06 October 2019**

ORGANIZATIONAL CONTEXT

A Resettlement Associate position is typically located at Regional Office, Branch Office or Field Office. Under supervision, the incumbent's primary role is to assist in providing, in close coordination with concerned sections within UNHCR as well as external parties such as resettlement countries, IOM and NGOs, a continuous support to resettlement operations by ensuring that resettlement policies are correctly implemented and operations are supported in establishing comprehensive protection and solutions strategies. The Resettlement Associate takes part in assessing cases for resettlement and conducting interviews as well as monitoring procedural compliance and quality of case submissions. The role of the Resettlement Associate may involve managerial responsibilities in supervising, coaching and training junior staff, and assisting in implementing organisational objectives and priorities.

FUNCTIONAL STATEMENT

Accountability:

- Resettlement delivery is needs-based, non-discriminatory and prioritized for refugees most in need of this solution.
- UNHCR's resettlement policies and standards are correctly and coherently applied.
- Persons of concern are made aware of UNHCR's resettlement procedures and have fair and transparent access to and participation in the resettlement process.
- Fraud in the resettlement process is promptly identified and addressed.

Responsibility:

- Interview, assess resettlement needs, and process persons identified for resettlement, following established procedures; undertake field missions as required.
- Where applicable, review and assess special resettlement cases and prepares individual submissions for presentation to resettlement countries; keep offices informed on the status of special resettlement cases; liaise with offices on case processing and provide advice as required.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Follow up on status of cases from submission to departure; ensure effective in-country communication on the status and follow-up on persons of concern being considered for resettlement; ensure that records on individual cases are kept up-to-date.
- Provide persons of concern and partners with up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Assist in monitoring the quality of submissions, providing the concerned staff with basic guidance and advice.
- Manage, maintain and update proGres or Consolidated Online Resettlement Tracking System (CORTS) database and provide technical support.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.

- Organize logistical support for governments undertaking resettlement missions.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Assist in assessing resettlement needs, preparing a strategy and budget for resettlement activities and monitoring expenditures.
- Provide administrative support for resettlement-related training activities
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud through oversight (including in-country travel), advice and guidance).

Authority

- Recommend cases that are eligible for resettlement consideration.
- Provide counselling to persons of concern.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completion of secondary education with certificate/training in International Law, International Relations or related fields required.
- Job Experience: 6 years of job experience relevant to the functions.
- Fluency in English and working knowledge of another relevant UN language or local language
- Computer skills.
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

DESIRABLE QUALIFICATION & COMPETENCIES

- Good knowledge of UNHCR Resettlement policies and operational applications in different resettlement countries and situations.
- Completion of UNHCR specific learning/training activities (e.g., PLP and RSD/Resettlement Learning Programme, resettlement anti-fraud workshop)..

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>

