

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 20/2022**

<b>Title of Post</b>	<b>Associate RSD Officer</b>	<b>Category/grade</b>	<b>NO-B</b>
<b>Post Number</b>	<b>10018868</b>	<b>Type of contract</b>	<b>Fixed-Term Appointment (FTA)</b>
<b>Location</b>	<b>Bangkok, Thailand</b>	<b>Date of Issue</b>	<b>9 June 2022</b>
<b>Effective date of assignment</b>	<b>15 September 2022</b>	<b>Closing Date</b>	<b>22 June 2022</b>

**Operational Context**

The Associate RSD Officer (NO-B) is a member of the RSD Unit under the Protection Section, based in the UNHCR Multi-Country Office for Thailand, Laos, Cambodia, and Vietnam.

Thailand is not a signatory to the 1951 Convention/1967 Protocol relating to the Status of Refugees and there is no domestic legal protection framework in place for asylum seekers and refugees. UNHCR is conducting mandate refugee status determination for the urban population and the RSD team is currently responding to 677 asylum seekers from 43 nationalities.

In late 2019, the Royal Thai Government (RTG) approved the establishment of a National Screening Mechanism (NSM) to identify persons with international protection needs on the territory of Thailand and lend predictability to the asylum and protection space. It is expected that the NSM will become operational in 2022/23. UNHCR is working closely with government counterparts to support these efforts.

The Associate RSD Officer is a central member of the mandate RSD team with supervisory responsibilities in the first instance RSD procedure. This includes the day-to-day management of UNHCR's mandate RSD procedures, processes for file assignment and management within the RSD procedures, scheduling procedures, coordination of the work of interpreters, reviewing RSD assessments, providing legal and procedural guidance, and drafting relevant standard operating procedures.

In what is an evolving context, the Associate RSD Officer, under the overall guidance and supervision of the Protection Officer, will play an important role in supporting the RTG's implementation of the NSM and its compliance with international standards, including through leading capacity building initiatives, providing technical guidance and advice on relevant policies and operational structures, and advocating and liaising with government and non-governmental stakeholders on matters related to the NSM.

The incumbent will support the Multi-Country Office's strategy, planning and reporting responsibilities related to RSD and asylum systems. Further, the Associate RSD Officer will assist the Protection Officer in the ongoing development of UNHCR's RSD and advocacy strategy for the Multi-Country Office.

**Organizational Setting and Work Relationships**

The Associate RSD Officer provides legal, operational and strategic support on mandate or national RSD at global, regional or country operations level. The position may be located at Headquarters (within the Division of International Protection), in a Regional Bureau or in a Country Office and reports to the RSD Officer or Protection Officer or other staff with delegated authority, as appropriate.

The incumbent provides advice and guidance on legal and procedural matters related to RSD whether in the context of mandate RSD and/or national asylum/RSD systems (as applicable), is responsible for conducting RSD (where required), reviewing and providing advice on individual cases in line with requirements under the RSD Procedural Standards. The incumbent is also responsible for contributing to the development of an RSD strategy and, where required, methodologies to promote the effectiveness of RSD as a protection tool and implementing broader organizational objectives and priorities, in compliance with relevant UNHCR standards and policies. Whether in the context of national or mandate RSD, the incumbent provides advice and support to staff engaged in RSD and related activities, monitors trends of RSD decision-making, and conducts training and other capacity-development/strengthening activities to promote consistency in RSD procedures and decision-making. S/he contributes to developing and enhancing regional and global RSD standards and policies, as necessary.

If based in a country operation, the Associate RSD Officer advocates with and supports Government authorities and legal partners in further developing their capacities in line with the GCR and other key UNHCR planning considerations.

The Associate RSD Officer works closely with RSD staff as well as staff responsible for registration, resettlement and training activities. S/he also liaises with relevant focal points in DIP, in particular within the RSD and PNS Sections and other HQ Divisions as required.

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 legal/procedural advice and support on RSD adjudication issues within the Area of Responsibility (AoR).
- Stay abreast of legal, political, security and other developments relevant to mandate RSD, the protection environment, including developments in relation to national asylum/RSD systems, as applicable.
- Support engagement with relevant national authorities and structures in identifying and expanding opportunities in view of developing or strengthening national asylum/RSD systems.
- Support the quality review of RSD Assessments in line with UNHCR policies/guidelines related to mandate RSD and endorse RSD decisions as required.
- Conduct interviews and draft RSD Assessments including for complex/sensitive cases per relevant standards and guidelines.
- Provide ongoing coaching as well as training on the inclusion criteria; principles/procedures related to exclusion; cancellation/revocation; international humanitarian law; human rights law; interviewing techniques and credibility assessment/establishing the facts; and legal drafting.
- Provide training to other UNHCR units on the refugee criteria and related issues as needed.
- Assist with the development of a RSD strategy and support senior management to ensure its full and effective integration into the protection and solution strategy of the Country Operations Plan.
- Assist with developing/enhancing regional and global RSD standards and policies, as required.
- Assist with the design and implementation of operation-specific SOPs for all aspects of RSD operations in line with relevant standards/policies, including UNHCR's AGD policy and Forward Plan, ensuring the prioritisation of persons with specific needs, or, if based in a Regional Bureau, provide support to operations on the above.

- Monitor trends and systematically compile statistics related to RSD case processing.
- Analyze key indicators of the quality and efficiency of decision-making in RSD processing to assess capacity and resource requirements of operations in the region or the operation to which the RSD Officer is assigned.
- Evaluate and contribute to projecting RSD staffing and financial needs using the RSD Staffing Benchmarks, and support allocation of appropriate human, material and financial resources.
- Contribute to identifying and preventing fraud in RSD through oversight, advice and guidance to UNHCR personnel, partners and persons of concern.
- If based in DIP or a Regional Bureau:
  - Conduct support missions, as required.
  - Assess training needs in UNHCR RSD operations and assist RSD Supervisors to provide coaching/capacity building for UNHCR personnel and deployees under their supervision, in coordination with the GLC as appropriate.
  - Maintain and manage a consultative process with operations and other stakeholders in the region.
  - If based in a country operation, together with competent host authorities and partners, contribute to developing processes aiming at developing national institutional capacities and the timely identification of international protection needs in line with the GCR and other key planning considerations.
- Perform other related duties as required.

## **Minimum Qualifications**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

#### **Field(s) of Education**

International Refugee Law ; International Human Rights Law; International Humanitarian Law; International Criminal Law; Social Sciences; or other relevant field.

#### **Certificates and/or Licenses (desirable)**

RSD Learning Programme; Management Learning Programme; Protection Learning Programme

### **Relevant Job Experience**

#### **Essential**

3 years of experience working directly with procedures and principles related to adjudicating individual asylum claims in RSD procedures. In-depth knowledge of International Refugee Law, International Human Rights Law, International Humanitarian Law and International Criminal Law and ability to apply relevant legal principles in the RSD context, including exclusion decision-making. Thorough knowledge of the "Procedural Standards for RSD under UNHCR's Mandate" and other guidelines and standards governing UNHCR's mandate RSD activities. Experience in counselling asylum-seekers and individual case management. Experience and demonstrated skills in refugee law training.

**Desirable**

Experience as a decision-maker in UNHCR or Government SD procedures is highly desirable. Experience in providing legal representation to asylum seekers in UNHCR or Government SD procedures. Experience in supervising a team. Completion of the RSD Learning Programme and other UNHCR Learning Programmes relevant to RSD. Training and coaching experience. Experience in working with vulnerable or traumatized individuals.

**Functional Skills (desirable)**

PR-Individual Case Management (People of Concern)  
PR-Protection-related guidelines, standards and indicators  
PR-Interviewing and counselling refugees/asylum seekers  
PR-Government Refugee Status Determination (RSD) procedures  
PR-UNHCR RSD Principles and Procedures  
PR-Adjudication of individual asylum claims in RSD  
LE-International Refugee Law  
PR-Human Rights Doctrine/Standards  
PR-International Humanitarian Law  
LE-International Criminal Law  
LE-Draft legal opinions  
CM-Cross-cultural communication

**Language Requirements**

Fluency in English and Thai

**Competency Requirements****Core Competencies:**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

**Managerial Competencies:**

Empowering and Building Trust  
Judgement and Decision Making  
Managing Performance

**Cross-Functional Competencies:**

Analytical Thinking  
Planning and Organizing  
Policy Development and Research

**Eligibility:**

Candidates must be Thai nationals.

Internal staff members should consult the Recruitment and Assignment of Locally Recruited Staff (RALS), UNHCR/AI/2020/1/Rev.2. If you have any question regarding the eligibility, you may also contact the HR unit.

**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 Applications:**

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: [THABAHR@unhcr.org](mailto:THABAHR@unhcr.org) by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures, candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

[https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm) and  
[https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

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.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

**Refugees – who cares? We Do**

**Distribution:**

- All UNHCR staff members in Thailand
- UN organizations in Thailand
- Specialized Agencies
- Diplomatic Missions
- International NGOs
- Non-government Organizations
- Embassies