

The Operation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Senior Durable Solutions (Livelihoods) Assistant /G5
Contractual Status: UNOPS contract with initial duration until 31 December 2019
Duty Station: Kyiv, Ukraine

Date of Issue: 12/12/2018

Deadline for applications: 18/12/2018

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The Senior Durable Solutions (Livelihoods) Assistant works in the refugee and asylum section of the Protection Unit at UNHCR office in Kyiv. In this position, the Senior Durable Solutions (Livelihoods) Assistant will closely work with UNHCR livelihoods partners, and regularly come into contact with UNHCR social and legal partners supporting asylum seekers and refugees in Ukraine. The Senior Durable Solutions (Livelihoods) Assistant will also be regularly providing direct support to asylum seekers and refugees on livelihoods activities. The Senior Durable Solutions (Livelihoods) Assistant will contribute to liaising with potential employers and vocational training providers and work on economic inclusion of persons of concern to UNHCR into the existing market opportunities.

Ukraine continues to be affected by mixed migration flows and remains a transit country for both people with international protection needs and economic migrants seeking to enter the European Union. UNHCR has worked with the Ukrainian authorities for over twenty years in building its capacity to protect and assist refugees and asylum-seekers. Ukraine has asylum legislation and institutions in place; however, there are protection gaps due to challenges with implementation and funding. As of the end of 2017, statistics of the State Migration Service of Ukraine showed that the country hosted approx. 3,000 recognized refugees and persons with complementary protection. The population of refugees and asylum-seekers is very diverse, including more than 60 nationalities.

Despite the existence of relevant legislation and policies, durable solutions for refugees remain elusive. The low recognition rate discourages many asylum-seekers from working toward integration. While Ukraine has a national plan on integration of refugees for the period 2012-2020, this plan has had limited impact thus far due to insufficient support for a whole-of-government approach, inadequate funding and the multiple competing priorities facing the state since 2014. The state does not provide language courses for refugees, or tailored assistance to help them access employment.

The Senior Durable Solutions (Livelihoods) Assistant works in the refugee and asylum section of the Protection Unit at UNHCR office in Kyiv and reports to the Assistant Durable Solutions Officer. In this position, the Senior Durable Solutions (Livelihoods) Assistant will closely work with UNHCR livelihoods partners, and regularly come into contact with UNHCR social and legal partners supporting asylum seekers and refugees in Ukraine. The Senior Durable Solutions (Livelihoods) Assistant will also be regularly providing direct support to asylum seekers and refugees on livelihoods activities. The Senior Durable Solutions (Livelihoods) Assistant will contribute to liaising with potential employers and vocational training providers and work on economic inclusion of persons of concern to UNHCR into the existing market opportunities. As such, the Senior Durable Solutions (Livelihoods) Assistant contributes to the implementation of a durable solutions strategy for the UNHCR refugee program in Ukraine.

FUNCTIONAL STATEMENT

Accountability (*key results that will be achieved*)

- Livelihoods activities are carried out in accordance with Standard Operating Procedures (SOPs).
- Information and data related to livelihoods are up to date, timely filed and securely maintained, in line with applicable SOPs.

Responsibilities (*process and functions undertaken to achieve results*)

- Provide counselling to and obtain information from refugees and other persons of concern to UNHCR (PoCs) regarding their livelihoods needs.
- Assist PoCs in developing their business ideas and launching start-ups through regular counselling.
- Assist the PoCs who benefited from business grants in their business development activities, provide business development mentorship and support.
- Provide counselling to PoCs on market-driven vocational training opportunities.
- Build networks between PoCs and relevant organizations/associations that would facilitate economic inclusion and self-reliance of PoCs.
- Contribute to building synergies with the private sector as well as state and private employment agencies to promote economic inclusion of persons of concern.
- Receive, file and screen applications from refugees and other persons of concern for business and vocational training support.
- Prepare and present the developed business grants to the attention of the selection committee.
- Draft and file support documentation required for assistance provision in accordance with SOPs.
- Monitor the business grants implementation and development.
- Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.

Authority (*decisions made in executing responsibilities and to achieve results*)

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

REQUIRED COMPETENCIES:

- Innovation and Creativity
- Technological Awareness
- Planning and Organizing

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Education: Completed Secondary Education or equivalent with advanced training/certification in a related field.
- Job experience: Minimum 4 years of work experience in business, business development or a related field.

LANGUAGE:

- Fluency in English, Ukrainian and Russian.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Excellent knowledge in MS word, Excel and database management.
- Further education: Completed university degree in Finance, Microfinance and/or Business development in an accredited institution.
- Diverse work experience.
- Experience in counselling, interviewing.
- Interest in meeting and interacting with persons from different cultures.
- Pro-active attitude to problem solving.

Interested applicants should forward the UN personal history form (P-11) with a covering letter in English explaining their interest in the position to the e-mail: vacancy@unhcr.org by indicating the post title and position number they are applying for in the subject line. Candidates must be legally present in Ukraine at the time of application, recruitment and hire.

UN personal history form (P-11) may be loaded at

http://www.unhcr.org/ua/wp-content/uploads/sites/38/2018/08/UNHCR_Personal_History_Form_October-2017.docm

http://www.unhcr.org/ua/wp-content/uploads/sites/38/2018/08/UNHCR_PHF_Supplementary_October-2017-3.docm

Only short-listed applicants will be contacted, no late applications will be accepted.

Written test may be administered.

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