



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Announcement (Re-advertisement)

Position title: Resettlement Associate

Level: 6

Vacancy Number: SC-17-09

Duty Station: Tehran

Type of Contract: Service Contract under United Nations Office for Project Services (UNOPS)

Interested applicants should directly send their applications/P11 forms to email address: irnrevac@unhcr.org or refer to below websites:

UN website www.un.org.ir

UNHCR website: <http://www.unhcr.org.ir/fa/job>

Closing Date: 24 July 2017

Please make sure you will mention the Vacancy Number (SC-17-09) in the subject line of your email.

Short-listed candidates will be invited for **Written Test**.

Applicants who applied for previous advertisement are required to re-apply.

Position Requirements:

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

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.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

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

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

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

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

- **Analytical Thinking**
Displays analytical thinking by identifying, defining and analysing information, situations and problems. Arrives at viable solutions through a variety of approaches: critical thought, methodical review of implications, intuition and rational conclusions.
- **Planning and Organizing**
Able to organize self and others to take efficient and effective action over the short, medium and long term.
- **Stakeholder Management**
The ability to see the fulfilment of UNHCR's mission as part of a United Nations system by building networks of mutual trust with stakeholders in order to maximise results for people of concern.
- **Negotiation and Conflict Resolution**
Demonstrates the ability to enable the parties involved in a conflict to come to mutually acceptable compromises and a practical solution to the dispute with a focus on maintaining a functioning work environment.
- **Political Awareness**
Identifies and understands relationships, constraints and pressures affecting others as well as their motivations and objectives; in light of UNHCR's mandate to serve refugees and other persons of concern.

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the *educational background*, the *relevant job experience* and the *language(s)* that are essential to perform the work of the position.

- 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.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- 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)