UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY ANNOUNCEMENT

Responsibility

- Assist in the preparations of Resettlement Registration Forms (RRF’s) by registering, taking bio data of cases identified for resettlement consideration.
- Prepare written documentation for resettlement submission; ensure that records / files of individual cases are updated in a systematic and timely manner.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.
- Follow-up on cases from time of submission to final decision and departure.
- Comply with UNHCR’s standard operating procedures on resettlement, ensuring timely action on cases.
- Assist in logistical arrangements of selection missions by resettlement countries.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Assist in maintaining and updating proGres or Consolidated Online Resettlement Tracking System (CORTS) database.
- Occasionally, assist in carrying out preliminary interviews and initial assessments, to process refugees for resettlement following established procedures.
- Occasionally, provide counselling to persons of concern.
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
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- Assist in maintaining accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Draft / type routine correspondence to Field Offices / Regional Offices / Headquarters.
- 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 by reporting suspected fraud.

Qualifications

- Education: Completion of secondary education with certificate.
- Additional training courses in international relations, international law or relevant fields required.
- Job Experience: 2 years of job experience relevant to the functions.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications.
- Completion of UNHCR specific learning/training activities.
Interested candidates are invited to send a motivation letter and a completed Personal History Form (or Fact Sheet, if internal) prior to the closing date of this vacancy to the address below. Please include the position title and vacancy number in the subject line.

rsaprhr@unhcr.org

Personal History Forms are available at www.unhcr.org/recruit/p11new.doc

Only short-listed candidates will be invited.