

United Nations High Commissioner for Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No 09/2019

Advertising date: 25/09/2019

Title of Post	RSD Associate G6	Position Number	10011278
Section/Unit	Refugee Status Determination	Contract Type	UNHCR - FTA
Location	Rabat, Morocco	Duration	1 Year with possibility of extension
Effective date of assignment	01/11/2019	Closing Date	09/10/2019

Organizational Context:

The RSD Associate is a member of the Refugee Status Determination (RSD) team. S/he is responsible for supporting all activities related to the processing of refugee claims in the Operation. The RSD Associate provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the RSD Associate liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The RSD Associate is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he may also assist in drafting RSD Assessments. The RSD Associate assists in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The RSD Associate may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Functional Statement:

Accountability:

- UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM).
- Persons of concern have fair and transparent access to the RSD procedures.
- Fraud in the RSD process is identified and appropriately addressed.

Responsibility:

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD.
- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.
- Provide counselling to, and respond to queries from, asylum seekers and refugees, including in the context of the notification of negative RSD decisions.
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.

- Conduct research on country of origin information (COI) and other issues related to RSD and maintain the Operation's local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing.
- Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policies and practice.
- Assist in initiatives to advocate with and support Government authorities and legal partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.
- Draft correspondence and reports relating to the RSD activities of the Operation.

Authority:

- Refer individual cases to other functional units in the Operation and/or external partners for appropriate follow-up, in accordance with established criteria.
- Counsel individual asylum-seekers on the reasons for negative RSD decisions, in accordance with the RSD SOPs.

Essential minimum qualifications and professional experience required:

- Completion of Secondary School and advanced training/certification in social work or a related field.
- Minimum 6 years of relevant professional job experience.
- Research and analytical skills.
- Excellent oral and written communication skills.
- Fluency in French and Arabic with working knowledge of English.

Desirable Qualifications & Competencies

- Working experience with procedures and principles related to RSD.
- Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles.
- Experience in counselling asylum seekers or refugees.
- Experience in working with vulnerable or traumatized individuals.
- Completion of UNHCR's RSD Learning Programme, COI Learning Programme, or Protection Learning Programme.

Required Competencies:

- Analytical thinking
- Judgement and Decision Making
- Planning and Organizing
- Stakeholder Management

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, a signed P11 and copies of Diplomas/University degrees form by e-mail clearly stating the Position Title, Vacancy notice number and your Last Name in the subject line to: morrajob@unhcr.org by the closing date 09/10/2019.**

The new version of the Personal History Form (P11) is attached.

No late applications will be accepted. Only short-listed candidates will be contacted.

Shortlisted candidates may be required to sit for written test and oral interview.

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