

**United Nations High Commissioner for Refugees (UNHCR)**

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**Vacancy Notice No 10/2020**

**Advertising date: 16/07/2020**

<b>Title of Post</b>	<b>RSD Associate LICA 6</b>		
<b>Section/Unit</b>	<b>Refugee Status Determination</b>	<b>Contract Type</b>	<b>UNOPS LICA</b>
<b>Location</b>	<b>Rabat, Morocco</b>	<b>Duration</b>	<b>Up to 31 December 2020 with possibility of extension</b>
<b>Effective date of assignment</b>	<b>August 2020</b>	<b>Closing Date</b>	<b>Extended until 30 July 2020</b>

**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.

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**

- 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.
- 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.
- Perform other related duties as required.

## **Minimum Qualifications**

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

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

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

#### **Certificates and/or Licenses**

Social work;  
HCR RSD Learning Programme;  
HCR Country of Origin Information Learning Programme;  
HCR Protection Learning Programme;

#### **Relevant Job Experience**

##### ***Desirable***

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 working with vulnerable or traumatized individuals.

#### **Functional Skills**

PR-Age, Gender and Diversity (AGD)  
PR-Counselling Asylum Seekers or Refugees  
CM-Cross-cultural communication  
LE-Human Rights Law  
LE-International Refugee Law  
PR-RSD - Principles and Procedures, operational arrangements/assistance  
MS-Research  
PR-Government Refugee Status Determination (RSD) procedures  
WB-Treatment of vulnerable/traumatized individuals  
MS-Analysis

#### **Language Requirements**

Good knowledge of French and working language of English and Arabic

## **Competency Requirements**

### **Core Competencies**

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

### **Managerial Competencies**

Judgement and Decision Making

### **Cross-Functional Competencies**

Analytical Thinking  
Planning and Organizing  
Stakeholder Management

**Eligibility:**

Applicants for this vacancy should be a Moroccan candidate or an international candidate who already have a Moroccan permit of residence.

**Submission of Applications:**

If you wish to be considered for this vacancy, please submit your motivation letter, CV and signed P11 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.

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.