

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No: 04/2021**

Title of Post	Senior RSD Assistant	Category/grade	LICA 5
Contract duration	Up to 31 December 2021, with possibility of renewal	Type of contract	UNOPS
Location/Unit	Rabat, Morocco/ RSD Unit	Date of Issue	25 February 2021
Effective date of assignment	March 2021	Closing Date	4 March 2021

Organizational Setting and Work Relationships

The Senior RSD Assistant 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 Senior RSD Assistant regularly conducts refugee status determination interviews and drafts RSD assessments for regular cases. S/he 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 Senior RSD Assistant liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The Senior RSD Assistant is also 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 compiling and analyzing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The Senior RSD Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies

Duties

- Conduct preliminary RSD interview and preparation of preliminary RSD assessment reports to be endorsed by the Refugee Status Determination Supervisor.
- Remain up to date on Country of Origin Information (COI) of the asylum seekers; ensure the COI data base in the office remain current by updating it regularly.
- Respond to the queries of the asylum seekers/refugees in a timely manner.
- Assist in providing counseling and guidance to asylum-seekers and refugees on Refugee Status Determination procedures, rights and obligations.

- Act as interpreter and translator when needed.
- Any other responsibilities/functions deemed necessary or as delegated by the Head of the office/
RSD Supervisor in order to meet the level of the services in the organization

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher.

Certificates and/or Licenses

- Social work;
- HCR RSD Lrng Programme;
- HCR Cntry of Orig Inf Lrng Prg;
- HCR Protection Learning Prg;

Relevant Job Experience

Desirable

Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles.

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

Knowledge of French and English

Competency Requirements

Core Competencies

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

Not specified

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

Stakeholder Management

Eligibility

The position is open for nationals and foreigners who are legally present in Morocco.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **completed and signed PHF, the letter of motivation and the copies of your diplomas 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 Personal History Form (PHF) and its supplementary sheet is attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing 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.

Refugees – who cares? We Do