



## Vacancy Notice

15 September 2016

### **Internal/External Vacancy Announcement No: 16/HCR/KGL/VN/031**

Title of Post: Resettlement Assistant  
Post Number: 10006326  
Category and Level: GL-4  
Location: Byumba, Rwanda  
Duration of appointment: Initially for a period of one year  
Closing date of application: **30 September 2016**

#### **ORGANIZATIONAL CONTEXT**

A Resettlement position is typically located at Regional Office, Branch Office or Field Office. Under supervision, the incumbent's primary role is to assist the supervisor in effective resettlement delivery of a given UNHCR Office in accordance with the UNHCR Resettlement Handbook, UNHCR Manual and relevant policy papers and publications. The Resettlement Clerk provides important clerical and administrative support to resettlement operations and may occasionally take part in assessing cases for resettlement and conducting interviews. The incumbent maintains frequent contacts with his/her supervisor, relevant colleagues within the same Office to exchange information and discuss issues on resettlement cases. Some limited contacts and communication at a working level are required with Embassy / Immigration Officials of resettlement countries, IOM as well as with other operating partners regarding resettlement issues.

#### **FUNCTIONAL STATEMENT**

##### **Accountability:**

- 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.
- Suspected fraud in the resettlement process is promptly reported.

##### **Responsibility:**

- 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.
- 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.

## **Authority**

- Provide counselling to persons of concern.

## **ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE**

- 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.
- Analytical thinking.
- Planning and organizing.
- Change Capability and Adaptability.

## **DESIRABLE QUALIFICATION & COMPETENCIES**

- Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications.
- Completion of UNHCR specific learning/training activities.

## **SUBMISSIONS OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Resettlement Assistant (10006326) position**” in the subject line to: [RWAKIHRAPPS@unhcr.org](mailto:RWAKIHRAPPS@unhcr.org) by **30 September 2016**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

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

## **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>