

## Job Description

**Job Title** Assc RSD Officer

**Job ID** 13144

**Location** MENA

**Full/Part Time**

Full-Time

**Regular/Temporary**

Regular

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### Eligible Applicants

This position is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea.

Applicants must be citizens of the Republic of Korea,.

Applicants with low income shall indicate their low-income status in the application (in the Letter of Motivation), and will be required, at a later stage, to submit a certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation.

### Detailed Job Description

#### GENERAL

Jordan is not signatory to the 1951 Refugee Convention. An MoU with the Government of Jordan sets the parameters for cooperation between UNHCR and the Government of Jordan on the issue of refugees and asylum-seekers. The MoU was partially updated and revised in the first quarter of 2014. The responsibility for refugee status determination remains with UNHCR, which the Government of Jordan is involved in parallel registration of Syrian asylum-seekers only. The protracted Syrian crisis, growing security concerns at the borders with Syria, and lately Iraq and Israel, the increasing fatigue felt by the Jordanian state and its people and concerns about the burden being sustained by host communities has been negatively affecting the protection space. Faced with an emergency situation, other serious protection concerns and with the organization's budget under serious pressure, UNHCR is structurally unable to prioritize the human and financial resources which would be required to ensure access by every asylum-seeker in Jordan to timely individual UNHCR mandate RSD procedures that fully meet procedural and other standards in international law. Therefore, a strategic use of RSD has been implemented in Jordan: when it is assessed that RSD remains the most effective protection tool for (part of the) populations in Jordan, the operation has pursued efficiency gains in the RSD processing through caseload-specific strategies, using, for example, different prioritization criteria. In 2014 RSD processing has been merged with resettlement processing for those Syrian individuals who have been identified for resettlement. At the same time, the RSD Unit has boosted its capacity in 2015 to process complex cases of individuals falling under resettlement deprioritized profiles and having urgent or emergency needs, thus, are in need of resettlement as a life-saving solution. This is in addition to the fact that the Syrian situation is becoming a protracted and a very complex one, compounded by the continuous challenges in the country of asylum. Therefore, the RSD response to complex cases, largely involving exclusion-related components, will be increasing and becoming more specialized and sophisticated to address the needs of refugees and to resolve the respective complexities.

Also the focus in 2015 and 2016 has been in reviewing and implementing the new RSD processing strategy for asylum-seekers of Iraqi nationality. Thus, prioritized RSD will be applicable in 3 scenarios:

- RSD for Solutions (cases identified as meeting the resettlement criteria and pre-selected for resettlement based on defined profiles in combination with resettlement needs)
- RSD for Protection (individuals under threat of refoulement/ deportation, cases which can significantly damage the integrity of UNHCR protection regime (e.g. serious reasons to believe that the individual has committed, participated or otherwise contributed to the commission of international crimes, stipulated in the Refugee Convention)
- RSD for Humanitarian Assistance for the non-Syrian population (cases assessed under socio-economic vulnerability assessment framework and identified in need of financial or expensive medical care assistance will require a decision on refugee status in order to actually access the assistance)

#### FUNCTIONAL STATEMENT

Accountability (key results that will be achieved)

- 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 (process and functions undertaken to achieve results)

- 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.
- Assist in the supervision and oversight of RSD and RSD-related activities to promote full compliance with written Standard Operating Procedures (SOPs).
- Review and endorse RSD decisions and provide appropriate feedback and guidance to RSD staff.
- Conduct RSD interviews and draft RSD Assessments in accordance with applicable standards and guidelines.
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Provide counselling to asylum seekers and refugees.
- Assist in designing, implementing and revising operation-specific SOPs for all aspects of the RSD operation in accordance with applicable standards and policies.
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing to identify and respond to developments or issues impacting on the efficiency or quality of RSD decision-making, and to propose remedial measures.
- Conduct research on country of origin information (COI) and legal issues related to RSD and assist in maintaining a local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.
- Regularly assess training needs of UNHCR staff engaged in RSD and related activities and provide on-going training and coaching on legal and procedural RSD issues.
- Other duties related to RSD processing.

#### Authority (decisions made in executing responsibilities and to achieve results)

- Approve decisions to accelerate RSD processing for cases meeting established criteria.
- Enforce compliance with UNHCR standards, policies and operation-specific SOPs for all aspects of the RSD operation.
- Decide and endorse RSD decisions.

### 2.3 REQUIRED COMPETENCIES

Which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR.

#### Managerial Competencies

M001: Empowering and Building Trust

M002: Managing Performance

M003: Judgement and Decision Making

#### Cross-Functional Competencies

X001: Analytical Thinking

X005: Planning and Organizing

X008: Stakeholder Management

### ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

#### EDUCATION/QUALIFICATION

- University degree (Bachelor or Master) in either Law or Political Sciences or International Relations.

#### WORK EXPERIENCE

- A minimum of 4 years of relevant job experience at professional level for applicants with Bachelor degree.
- A minimum of 2 years of relevant job experience at professional level for applicants with Master degree.
- Experience in the implementation of International Refugee Law and in particular the Refugee Status Determination procedures and institutions.

#### SKILLS

- Excellent research, writing and analytical skills.

- Good team working skills and the ability to prioritize, work to deadlines and cope with stress and high volumes of work.
- Flexibility and strong interpersonal and cross-cultural communication skills.
- Computer literacy.
- Excellent spoken and written English.

#### LANGUAGE KNOWLEDGE

- Essential: English and Korean
- Desirable: Arabic

#### DESIRABLE QUALIFICATIONS & COMPETENCIES

- Working knowledge of refugee law as well as relevant UNHCR policies and guidelines, in particular in relation to women and children.
- Counselling refugees/asylum seekers and in individual case management.
- Experience and understanding of UNHCR's country operations in the region.
- Ability and experience to deal with traumatized and vulnerable people, including women, children and persons with disabilities.
- Experience in planning and implementing training.

#### **Supervision**

#### SUPERVISION

The JPO will be under the direct supervision of the Senior RSD Officer. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

#### **Training Components**

#### TRAINING COMPONENTS

Mandatory training courses

- Basic Security in the Field (NB: needs to be retaken every 3 years)
- Advanced Security in the Field (NB: needs to be retaken every 3 years)
- Protection Induction Programme (PIP)
- UN Course on Harassment, Sexual Harassment and Abuse of Authority
- Orientation to IPSAS

Other courses:

- Modules on RSD and RST learning programmes
- SGBV learning programme
- Child Protection LP

#### LEARNING ELEMENTS

The incumbent will enhance his/her knowledge, and specifically learn to:

- Improve interviewing techniques, in particular when engaged with victims/ survivors of violence and torture.
- Formulate in-depth credibility assessments/ analysis, incorporating all credibility assessment techniques.
- Draft RSD assessments for complex claims, involving assessment of elements raising exclusion concerns.
- Enhance management skills.
- Review RSD Strategies and provide feedback to strategic documents.
- Compile reports and case studies documenting good and best practice from the operation.
- Prepare and implement RSD training materials.

#### **Additional Information**

Housing/accommodation Finding a house or apartment: possible through newspapers, ads, and numerous real estate offices.

Health care Jordan is considered as one of the best countries in the region providing Medical Facilities and Services. Main providers of medical services include Istishari Hospital and Arab Medical Center.

Educational facilities Schooling for children: availability of both national and international schools, with English / French as language of tutoring.

Security Amman is a category A duty station with security level 1. Security briefing will be scheduled upon arrival to Amman- Jordan to provide more detailed information regarding personal and residential safety.

Other (transports, banks, etc) The weather in Jordan is not too extreme. Summer is dry, with temperatures

regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point.

Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

**Duration of Appointment**

Initially one year with the possibility to extend up to two (2) years

Grade: P2 step 1 to P2 Step VI in the first year, depending on the level of education and relevant working experience.

**Closing Date**

Applications must be received no later than Friday 25 November 2016, midnight (Geneva time)

Only shortlisted candidates will be contacted.