



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

**Internal / External Vacancy Announcement**

**Vacancy Notice No.: IVN/EVN/KEN/NBI/17/004 Add 1**

<b>Title of Post</b>	<b>RSD Associate (On Replacement Capacity)</b>	<b>Category /Grade</b>	<b>GL6</b>
<b>Post Number</b>	<b>10005231</b>	<b>Reporting Date</b>	<b>Immediately</b>
<b>Type of Contract</b>	<b>Fixed Term Appointment (Initial contract - 1 year)</b>	<b>Date of Issue</b>	<b>22 September 2017</b>
<b>Location</b>	<b>Branch Office Nairobi</b>	<b>Closing Date</b>	<b>05 October 2017</b>

**Organizational Context** *(role of the position within the team, describing its leadership role, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent)*

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.

**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.
- 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** *(decisions made in executing responsibilities and to achieve results)*

- 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 Experience**

- 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 English and working knowledge of another relevant UN language or local language.

*(In offices where the working language is not English, excellent knowledge of working language of duty station and 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.

### Competencies:-

#### Values

- Integrity
- Professionalism
- Respect For Diversity

#### Core Competencies

- Accountability
- Team Work & Collaboration
- Communication
- Commitment to Continuous Learning
- Client & Results Orientation
- Organizational Awareness

Candidates may also be tested on **relevant** managerial and cross function competencies. Examples are listed below:-

#### Managerial Competencies

- Empowering & Building Trust
- Managing Performance
- Judgement & Decision Making
- Strategic Planning & Vision
- Leadership
- Managing Resources

#### Cross - Functional Competencies

- Analytical Thinking
- Innovation & Creativity
- Technological Awareness
- Negotiation & Conflict Resolution
- Planning & Organizing
- Policy Research & Development
- Political Awareness
- Stakeholder Management
- Change Capability & Adaptability

### IMPORTANT

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link - <http://www.unhcr.org/ke/vacancies> and attach it to their application for the position. Applications should be send to:

*The Secretary,  
Regional Assignments Committee (RAC),  
Human Resources Section,  
P.O. Box 43801, 00100  
Nairobi, Kenya*

or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place). Please quote Reference: **IVN/EVN/KEN/NBI/17/004 Add 1**

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**UNHCR**  
The UN Refugee Agency