



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE

No. 17/INSJA/009



**Functional Title** : Senior Durable Solutions Assistant  
**Position No.** : 10017855  
**Category & Level** : General Service/ GL5, Fixed-Term Appointment  
**Duty Station** : Jakarta, Indonesia  
**Entry on Duty** : 01 February 2018  
**Duration** : Until 31 December 2018 with possibility of extension subject to Satisfactory Performance Report and Medical Fitness Report  
**Annual Salary** : Starting from IDR 170.604.000 (including medical allowances)  
**Closing Date** : 23 December 2017

### Duties and Responsibilities

Under the direct supervision of the Associate Durable Solutions Officer and the overall supervision of the Senior Protection Officer, the incumbent will undertake the following responsibilities:

1. Provide counselling to refugees and other persons of concern about their durable solutions needs.
2. Interview candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary repatriation SOPs.
3. Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.
4. Participate in identifying resettlement needs of refugees, in line with Resettlement SOPs.
5. Assist in updating the electronic databases for resettlement, voluntary repatriation and local integration, in line with Standard Operating Procedures.
6. Process documentation to ensure that persons of concern receive the documents required for their durable solutions in a timely manner.
7. Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.
8. Interview and advice on the appropriate durable solution to be provided to persons of concern.
9. Prepare documents relating to durable solutions.
10. Enter information into available databases, in line with SOPs
11. Perform other duties as required.

### **Qualifications/Requirements**

**Education:** Minimum completion of secondary education but preferably a University Degree in law, political science, or related discipline.

**Experience:** Four (4) years previous job experience in relevant work area. Experience of working in a multi-cultural environment or UN is an added asset.

**Nationality:** Citizen of Indonesia; non-citizen with Indonesian permanent residence.

**Languages:** Excellent knowledge of English and Bahasa Indonesia (written and oral) is essential; knowledge of other UN languages is an asset.

**Cross- Functional Competencies:** Political Awareness

**Desirable Skills:** Communication; computer and excellent knowledge in MS Word, Excel and database management; good knowledge of UNHCR's protection mandate; excellent writing, interviewing and counselling skills; ability to work independently with minimal supervision.

### **Working Relationships:**

- (i) Within UNHCR
- (ii) With External Parties: Implementing partners, related Government officials, Embassies, etc.

### **Supervision exercised and guidance given**

On-the-job training will be provided to the successful candidate.

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Candidates who wish to be considered for this vacancy should send their **motivation letter, CV** and **signed Personal History/P.11 form** (available at <http://www.unhcr.org/id/en/job-opportunities>) to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14  
Jl. Kebon Sirih Kav. 75  
Jakarta 10340**

**Or via e-mail to [INSJA@unhcr.org](mailto:INSJA@unhcr.org)**

**IMPORTANT:** Candidates must indicate **the post title and vacancy number** on the envelope or subject of e-mail.

**Applications from all gender and persons with disabilities are encouraged. Late applications will not be considered. Only those short-listed for interviews will be notified.**

**DEADLINE FOR RECEIPT OF APPLICATIONS IS 23 December 2017.**

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**Jakarta, 08 December 2017**