

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**  
**VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. BRABR2019/052**

<b>Title of Post</b>	<b>Durable Solutions Assistant</b>	<b>Category/grade</b>	<b>General Service G4</b>
<b>Important information</b>	<b>This temporary appointment is solely for the purpose of temporary replacement of staff on maternity leave.</b>		
<b>Location</b>	<b>Brasilia, Brazil</b>	<b>Date of Issue</b>	<b>12 July 2019</b>
<b>Type of contract</b>	<b>Temporary Appointment</b>	<b>Closing Date</b>	<b>21 July 2019</b>

**Operational Context:**

Since 2018, many significant changes have happened in the operation of UNHCR Brazil. Affected by the Venezuelan Situation, the operation has expanded its staffing and presence in several field locations. As the Venezuelan influx is foreseen to continue, UNHCR Brazil aims to increase assistance to People of Concern (PoC) for employment access, strengthen its support to implementing partners, and establish new partnerships with civil society for job placement, vocational training and Portuguese classes in hosting cities and engagement of the local private sector on PoC employment. Internal relocation for Venezuelans from the border state Roraima to other Brazilian cities is also envisaged. These objectives are entailed in the Livelihoods Strategy for 2019-2021 which are being implemented by the Operation aiming to support PoCs in their way to self-reliance.

**Functional Statement:**

**Accountability:**

- Durable solutions activities are carried out in accordance with Standard Operating Procedures (SOPs).
- Information and data related to durable solutions are up to date and securely maintained, in line with applicable SOPs.

**Responsibility:**

- Assist in identifying and registering candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary repatriation SOPs.
- Assist in identifying and registering candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.
- Assist in updating the electronic databases for resettlement, voluntary repatriation, internal relocation programme and local integration, in line with Standard Operating Procedures.
- Assist in processing informations, contacting interiorization reception centers and liaising with Field Office in Boa Vista concerning the internal relocation programme.
- Process documentation to ensure that persons of concern receive the documents required for their durable solutions in a timely manner.

- Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.

#### **Authority:**

- Prepare documents relating to durable solutions.
- Enter information into available databases, in line with SOPs.

#### **Required Competencies:**

##### Cross-Functional Competencies

1. X007 Political Awareness

#### **Essential Minimum Qualifications and Professional Experience required:**

- Completion of Secondary Education with training/certification in a related field.
- Minimum 2 years of relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language.

#### **Desirable Qualifications and Competencies:**

- Diverse field experience.
- Completion of PLP, RSD-Resettlement Learning Programme, Protection Induction an asset.
- Excellent knowledge in MS word, Excel and database management.
- Experience in Interviewing.

#### **Eligibility:**

This vacancy is opened to both internal and external candidates.

#### **Remuneration:**

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

#### **Submission of Applications:**

**If you wish to be considered for this vacancy, please submit your** letter of motivation and signed Personal History Form to **[brabrhr@unhcr.org](mailto:brabrhr@unhcr.org)** by July 21st, 2019, with the subject line "BRABR/2019/052 – Durable Solutions Assistant, Brasilia". **Application files must be named with the candidate's full name, e.g. "NAME, LAST NAME – PHF".**

**The Personal History Form and its supplementary sheet can be downloaded in the following links:**

**<https://www.unhcr.org/recruit/p11new.doc>**

**<https://www.unhcr.org/recruit/unhcr-phf-sup.docm>**

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and 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.