

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

Organizational Unit:	Protection
Duty station:	UNHCR Berlin
Duration of contract:	03/02/2020 – 31/07/2020, full-time
Deadline for applications:	January 24th, 16:00 CET, via e-mail to qfrbeapp@unhcr.org

Background information/Organizational Context

The United Nations High Commissioner for Refugees (UNHCR) is an intergovernmental organization with a mandate to protect refugees and stateless persons worldwide. UNHCR works with States, civil society organizations and other actors to address issues of concern which fall under its mandate.

The protection unit of UNHCR in Germany receives a high number of general questions as well as inquiries on individual cases. In order to facilitate the work of the protection unit in answering these requests, inquiries need to be reviewed and answers prepared. This requires a solid background in German law, in particular refugee and aliens' law. Recurring topics and new concerns transpiring from the large number of inquiries directed to the office need to be identified systematically in order to be able to address them strategically as part of the advocacy endeavours of the office. Moreover, protection advocacy in Germany frequently requires background research.

Duties and Responsibilities

Under direct supervision of the Senior Legal Officer, the contractor shall be responsible for performing the following duties:

- review incoming requests (email, letters, phone inquiries)
- identify most important issues brought up in the inquiries and summarise in monthly overview
- answer such inquiries which warrant in individual response or refer them on to the responsible colleague
- draft and proof-read translations of UNHCR papers

Monitoring and Progress Controls

The contractor will work in UNHCR's Berlin office and directly report to the Senior Legal Officer. Regular meetings with protection staff will be held in order to guarantee supervision and exchange on assigned tasks.

Minimum qualifications required

- German law (1st State exam);
- Fluency in English and German;
- Sound knowledge of legal framework governing refugee protection in Germany;
- Knowledge of UNHCR's role and work in Germany.

Remuneration

During the contract period an overall of 113 working days shall be covered by the contractor, with 100 Euro (gross) payable per working day.

Application

Kindly send a cover letter and a [Personal History Form](#). Please use the subject line 'IC case management (surname.name)' in your e-mail.