

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

Organizational Unit:	Protection
Duty station:	UNHCR Nuremberg
Duration of contract:	03/02/2020 – 31/03/2020, 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.

UNHCR Nuremberg requires external support in exerting UNHCR's protection mandate, including by analysing asylum policy and practice of the Federal Office for Migration and Refugees (BAMF) as well as by producing and presenting legal positions and advice to authorities. The cooperation of the office with the BAMF will require continued work on monitoring, analysis and reporting as a basis for assessing approaches chosen in the light of international standards and for suggesting ways of improvement.

Meeting with BAMF counterparts on various issues will need to be prepared and attended, including on questions related to the implementation of the Dublin system. Other tasks will include providing legal advice to authorities, lawyers and NGOs in questions of international protection and asylum procedures, including in situations where cases forwarded to the office give rise to questions of a general nature. In addition, support is required in the preparation of UNHCR statistical reports, including the Annual Statistical Report.

Duties and Responsibilities

Under direct supervision of the Head of Office, the contractor shall be responsible for performing the following duties:

- Analyse aspects of policy and practice of the asylum procedure as requested;

- Prepare agendas and talking points for meetings with BAMF experts based on preparatory meetings with UNHCR colleagues in Berlin and Nuremberg, attend meetings and draft summary reports, as applicable;
- Answer to inquiries by authorities, lawyers and NGOs which warrant a response or refer them on to the responsible colleagues;
- Provide support to the preparation of statistical reports, including the Annual Statistical Report.

Monitoring and Progress Controls

The contractor will work in UNHCR's Nuremberg office and directly report to the Head of Office. Regular meetings and teleconferences with protection staff of UNHCR Germany will be held in order to guarantee supervision and exchange on assigned tasks.

Minimum qualifications required

- German law (1st State exam required, 2nd State Exam preferable);
- At least two years of work experience, e.g. as legal trainee;
- Excellent knowledge of international refugee law, European law and German asylum and aliens laws as well as of the legal framework governing refugee protection in Germany;
- Knowledge of UNHCR's role and work in Germany;
- Fluency in English and German.

Remuneration

The period covers 42 working days, 160 Euro (gross) payable per working day.

Application

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