

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

---

**Individual Contractor (IC) – UNOPS**  
**Senior Legal Assistant LICA-7**

---

**Title: Senior Legal Assistant, Individual Contractor (UNOPS)****Contract type: Local ICA****Contract level: LICA-7 (GS 7)****Department/office: Admin/Programme Unit / UNHCR Aruba****Duration: from 1/11/2020 through 31/12/2020 (maternity cover)****Application period: 16/9/2020 – 30/9/2020****General Background:**

The United Nations High Commissioner for Refugees is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. UNHCR was created in 1950, during the aftermath of the Second World War, to help millions of Europeans who had fled or lost their homes. UNHCR had three years to complete its work and then disband. Today, over 68 years later, the organization is still hard at work, protecting and assisting refugees around the world.

UNHCR workforce is its backbone. The agency is present in 138 countries and as of 30 November 2018, it employs 16,765 people, of whom around nearly 90 per cent are based in the field.

UNHCR was launched on a shoestring annual budget of US\$ 300,000 in 1950. But as its work and size have grown, so too have the costs. UNHCR annual budget rose to more than US\$ 1 billion in the early 1990s and reached a new annual high of US\$ 7.7 billion in 2017.

Both Aruba and Curacao have been receiving a growing number of refugees and migrants over the past few years. The majority of the migrants and asylum seekers are from Venezuela and it is expected that the number of refugee and asylum seeker population in need of protection and assistance in both Aruba and Curacao will continue to increase

UNHCR in Aruba is attached to the UNHCR Regional Office for the United States and the Caribbean in Washington, DC., USA, and supports the regional response to outflows of Venezuelans in Aruba and Curaçao. UNHCR works with governments in Caribbean countries to develop and strengthen their protections for asylum-seekers, refugees, and stateless persons, conducts refugee status determinations for asylum-seekers, and monitors and reports on the treatment of refugees and stateless persons throughout the Caribbean region.

**Operational Context:**

UNHCR is looking for an Senior Legal Assistant to join the team in Aruba who will support the regional response to outflows of Venezuelans on both Aruba and Curacao. The Senior Legal Assistant assists the Office in providing quality, timely and effective protection responses to the needs of populations of concern. S/he is also required to assist the office in ensuring that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern and authorities as well as protection and assistance partners.

Under the supervision of the Protection Officer and in consultation with Caribbean Protection Unit in ROW, the successful candidate will provide support to the management to ensure an effective protection and legal assistance strategy is deployed for persons of concerns on both islands.

**Accountability**

- Promotion of protection principles and international law as relevant to persons of concern is undertaken.
- Assistance is provided in preparing legal advice and guidance.

**Duties and Responsibilities:**

- Monitor the development of law and doctrine.

## **Snr Legal Assistant, LICA-7 (UNOPS), Aruba**

- Contribute to advocacy efforts towards proper interpretation of law and doctrine as well as in the development of standards of protection.
- Engage with Government and non-governmental stakeholders in advocacy efforts as well as provision of legal advice and assistance.
- Assist in development and implementation of the legal assistance projects on both islands.
- Assist in the preparation of legal advice and drafting of position papers and guidelines on pertinent legal and operational issues.
- Facilitate and support training and other capacity-development activities particularly in area of protection of relevant authorities in various ministries and other relevant stakeholders.
- Promote awareness and understanding of relevant International, Regional and National Laws for refugees and asylum seekers;
- Provide inputs to the formulation of protection strategies.
- Support in any other activities identified.

### **Authority**

- Participate in meetings within UNHCR and with external counterparts at the relevant level.
- Contribute to draft protection documents and policies in cooperation with supervisor.
- Assist in the development of project proposals and project implementation.

### **Education:**

- Undergraduate degree (equivalent of a BA/BS) in Law, preferably with focus on human rights, refugee law and/or international humanitarian law. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Excellent knowledge of English and UN working language of the duty station if not English.

### **Work Experience:**

- Minimum 3 years of previous job experience relevant to the function. A combination of equivalent years of advanced education and experience will also be considered.

### **Key Competencies:**

- Strategic Planning and Vision
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Policy Development and Research
- Political Awareness

### **Other required competencies:**

- Good computer skills (MS office and People soft applications).
- Fluency in Dutch and English is required, and Spanish is highly desirable.
- Excellent oral and written communication skills, including strong legal drafting skills.
- Ability to work independently with minimal supervision, as well as within a team;
- Good time management skills;

### **Desirable competencies:**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

**Application deadline: 30 September 2020 by close of business, 5 p.m. (Washington DC time).**

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personnel History Form available: [www.unhcr.org/recruit/unhcr-phf.docm](http://www.unhcr.org/recruit/unhcr-phf.docm) if needed extra space, please also use Supplementary Sheet

## **Snr Legal Assistant, LICA-7 (UNOPS), Aruba**

available: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) along with 2) a letter of motivation by e-mail to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) quoting “**Senior Legal Assistant – UNOPS**” in the subject line of the email. Shortlisted candidates may be required to sit for a written test and/or 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.

**Late or incomplete application will not be accepted.**