

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 15/2022

(Re-Advertisement)

*****Please note that this is a re-advertisement. Candidates who already applied to the previous advertisement do not need to reapply.**

Title of Post	RSD Associate	Category/grade	GS-6
Post Number	10024336	Type of contract	Fixed-Term Appointment (FTA)
Location	Bangkok, Thailand	Date of Issue	24 May 2022
Report to	Associate Refugee Status Determination (RSD) Officer	Closing Date	6 June 2022

Availability of the Position : 15 June 2022

Organizational Setting and Work Relationships

The RSD Associate is a member of the Refugee Status Determination (RSD) team. S/he is responsible for supporting all activities related to the processing of refugee claims in the Operation. The RSD Associate provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the RSD Associate liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The RSD Associate is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he may also assist in drafting RSD Assessments. The RSD Associate assists in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The RSD Associate may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD.
- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.

- Provide counselling to, and respond to queries from, asylum seekers and refugees, including in the context of the notification of negative RSD decisions.
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Conduct research on country of origin information (COI) and other issues related to RSD and maintain the Operation's local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing.
- Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policies and practice.
- Assist in initiatives to advocate with and support Government authorities and legal partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.
- Draft correspondence and reports relating to the RSD activities of the Operation.
- Refer individual cases to other functional units in the Operation and/or external partners for appropriate follow-up, in accordance with established criteria.
- Counsel individual asylum-seekers on the reasons for negative RSD decisions, in accordance with the RSD SOPs.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

N/A

Certificates and/or Licenses (desirable)

Social work; HCR RSD Learning Programme; HCR Country of Origin Information Learning Programme; HCR Protection Learning Programme.

Relevant Job Experience

Essential

Not specified.

Desirable

Working experience with procedures and principles related to RSD. Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles. Experience in working with vulnerable or traumatized individuals.

Functional Skills (desirable)

PR-Age, Gender and Diversity (AGD)

PR-Counselling Asylum Seekers or Refugees

CM-Cross-cultural communication

LE-Human Rights Law

LE-International Refugee Law

PR-RSD - Principles and Procedures, operational arrangements/assistance

MS-Research

PR-Government Refugee Status Determination (RSD) procedures

WB-Treatment of vulnerable/traumatized individuals

MS-Analysis

Language Requirements

Fluency in English and Thai

Competency Requirements**Core Competencies:**

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking

Planning and Organizing

Stakeholder Management

Eligibility:

Internal staff members should consult the Recruitment and Assignment of Locally Recruited Staff (RALS), UNHCR/AI/2020/1/Rev.2. If you have any question regarding the eligibility, you may also contact the HR unit.

Remuneration:

A competitive compensation and benefits package is 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:

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures, candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and

https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.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/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.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

Refugees – who cares? We Do

Distribution:

- All UNHCR staff members in Thailand
- UN organizations in Thailand
- Specialized Agencies
- Diplomatic Missions

- International NGOs
- Non-government Organizations
- Embassies