

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

**Vacancy Announcement VA16/2022
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

(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	Eligibility Associate	Category/grade	LICA6
Post Number	N/A	Type of contract	Local Individual Contractor Agreement (UNOPS)
Location	Bangkok, Thailand	Date of Issue	24 May 2022
Effective date of assignment	As soon as possible	Closing Date	6 June 2022

Availability of the Post: As soon as possible – 31 December 2022

The Eligibility Associate is a member of the Refugee Status Determination (RSD) team under the Urban Protection Unit of the UNHCR Multi-Country Office (Representation in Thailand). S/he is responsible for conducting RSD interviews and related protection/ humanitarian screening interviews and drafting assessments to determine eligibility and international protection needs. The Eligibility Associate provides counseling to asylum seekers and refugees regarding UNHCR's procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. The Eligibility Associate is responsible for conducting country of origin (COI) and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. The Eligibility Associate assists in compiling and analyzing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. S/he is responsible for supporting activities related to the processing of refugee claims and possibly Registration, Community Services, Durable Solutions, and other Protection activities. Furthermore, to prepare for the Royal Thai Government (RTG)'s upcoming implementation of a regulatory framework and national mechanism, the Eligibility Associate will support UNHCR Thailand's work to facilitate a smooth assumption of responsibilities by the RTG by translating documents from English into Thai and vice versa, support capacity building activities, as well as conducting legal research and preparing reports as needed. The Eligibility Associate may also be required to coordinate with external parties such as NGOs/ CSOs, other UN agencies, and relevant RTG agencies.

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.

Scope of Assignments

- Conduct interviews, draft individual case assessments, submit recommendations and undertake necessary follow-ups, taking into account relevant guidelines and standards.
- Draft and prepare decision notification letters and other related documentation.
- Provide legal information, advice, counseling and support to asylum-seekers and refugees, as well as relevant partners.
- Conduct legal and COI research and draft reports as needed
- Make referrals and coordinate across units on protection related issues as needed
- Enter information into available databases, in line with Standard Operating Procedures (SOPs).
- Engage in UNHCR's advocacy and capacity building activities on NSM as needed
- Perform any other tasks as assigned by supervisor, including supporting other protection units as requested.

Monitoring and Progress Controls

- The Eligibility Associate processes casework per week according to set targets.
- UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM).
- Persons of concern have fair and transparent access to the RSD procedures.
- Persons of concern are treated with dignity, respect and professionalism.
- Complex cases, including exclusion and cancellation cases are assessed in a timely manner, taking into consideration UNHCR guidelines, international law and standards, relevant jurisprudence and Country of Origin Information.

Qualifications and Experiences Requirements

- High School with 3 years of relevant experience or Bachelor's degree with 2 years of relevant experience.
- Working experience related to refugee law and asylum procedures
- Strong interviewing and drafting skills
- Strong research and analytical skills
- Fluency in spoken and written English and Thai.
- Computer Literacy
- Strong interpersonal skills and ability to work in a team

Competencies

- Judgement and Decision Making
- Analytical Thinking
- Technological Awareness
- Planning and Organizing
- Political Awareness
- Change Capability and Adaptability

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.

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