

# Job Description Form

Classification Date: Jun 2019

1. Job Type

## 2. Job Information

Title

Functional Group - Level 1  Grade

Functional Group - Level 2  Job Code

Functional Group - Level 3  CCOG Code

Functional Clearance Required

### FOR EXPERT POSITIONS ONLY

Position Number  Location

Supervisor Position Number  Supervisor Grade

Supervisor's Title

## 3. Organizational Setting and Work Relationships

The Associate RSD Officer provides legal, operational and strategic support on mandate or national RSD at global, regional or country operations level. The position may be located at Headquarters (within the Division of International Protection), in a Regional Bureau or in a Country Office and reports to the RSD Officer or Protection Officer or other staff with delegated authority, as appropriate.

The incumbent provides advice and guidance on legal and procedural matters related to RSD whether in the context of mandate RSD and/or national asylum/RSD systems (as applicable), is responsible for conducting RSD (where required), reviewing and providing advice on individual cases in line with requirements under the RSD Procedural Standards. The incumbent is also responsible for contributing to the development of an RSD strategy and, where required, methodologies to promote the effectiveness of RSD as a protection tool and implementing broader organizational objectives and priorities, in compliance with relevant UNHCR standards and policies. Whether in the context of national or mandate RSD, the incumbent provides advice and support to staff engaged in RSD and related activities, monitors trends of RSD decision-making, and conducts training and other capacity-development/strengthening activities to promote consistency in RSD procedures and decision-making. S/he contributes to developing and enhancing regional and global RSD standards and policies, as necessary.

If based in a country operation, the Associate RSD Officer advocates with and supports Government authorities and legal partners in further developing their capacities in line with the GCR and other key UNHCR planning considerations.

The Associate RSD Officer works closely with RSD staff as well as staff responsible for registration, resettlement and training activities. S/he also liaises with relevant focal points in DIP, in particular within the RSD and PNS Sections and other HQ Divisions as required.

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.

## 4. Duties

- Provide legal/procedural advice and support on RSD adjudication issues within the Area of Responsibility (AoR).
- Stay abreast of legal, political, security and other developments relevant to mandate RSD, the protection environment, including developments in relation to national asylum/RSD systems, as applicable.

- Support engagement with relevant national authorities and structures in identifying and expanding opportunities in view of developing or strengthening national asylum/RSD systems.
- Support the quality review of RSD Assessments in line with UNHCR policies/guidelines related to mandate RSD and endorse RSD decisions as required.
- Conduct interviews and draft RSD Assessments including for complex/sensitive cases per relevant standards and guidelines.
- Provide ongoing coaching as well as training on the inclusion criteria; principles/procedures related to exclusion; cancellation/revocation; international humanitarian law; human rights law; interviewing techniques and credibility assessment/establishing the facts; and legal drafting.
- Provide training to other UNHCR units on the refugee criteria and related issues as needed.
- Assist with the development of a RSD strategy and support senior management to ensure its full and effective integration into the protection and solution strategy of the Country Operations Plan.
- Assist with developing/enhancing regional and global RSD standards and policies, as required.
- Assist with the design and implementation of operation-specific SOPs for all aspects of RSD operations in line with relevant standards/policies, including UNHCR's AGD policy and Forward Plan, ensuring the prioritisation of persons with specific needs, or, if based in a Regional Bureau, provide support to operations on the above.
- Monitor trends and systematically compile statistics related to RSD case processing.
- Analyze key indicators of the quality and efficiency of decision-making in RSD processing to assess capacity and resource requirements of operations in the region or the operation to which the RSD Officer is assigned.
- Evaluate and contribute to projecting RSD staffing and financial needs using the RSD Staffing Benchmarks, and support allocation of appropriate human, material and financial resources.
- Contribute to identifying and preventing fraud in RSD through oversight, advice and guidance to UNHCR personnel, partners and persons of concern.
- If based in DIP or a Regional Bureau:
  - Conduct support missions, as required.
- Assess training needs in UNHCR RSD operations and assist RSD Supervisors to provide coaching/capacity building for UNHCR personnel and deployees under their supervision, in coordination with the GLC as appropriate.
- Maintain and manage a consultative process with operations and other stakeholders in the region.
- If based in a country operation, together with competent host authorities and partners, contribute to developing processes aiming at developing national institutional capacities and the timely identification of international protection needs in line with the GCR and other key planning considerations.
- Perform other related duties as required.

## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

#### Field(s) of Education

*International Refugee Law  
International Criminal Law;*

*International Human Rights Law;  
Social Sciences;*

*International Humanitarian Law;  
or other relevant field.*

(Field(s) of Education marked with an asterisk\* are essential)

#### Certificates and/or Licenses

*RSD Learning Programme*

*Management Learning Programme*

*Protection Learning Programme*

(Certificates and Licenses marked with an asterisk\* are essential)

#### Relevant Job Experience

##### **Essential**

3 years of experience working directly with procedures and principles related to adjudicating individual asylum claims in RSD procedures. In-depth knowledge of International Refugee Law, International Human Rights Law, International Humanitarian Law and International Criminal Law and ability to apply relevant legal principles in the RSD context, including exclusion decision-making. Thorough knowledge of the "Procedural Standards for RSD under UNHCR's Mandate" and other guidelines and standards governing

UNHCR's mandate RSD activities. Experience in counselling asylum-seekers and individual case management. Experience and demonstrated skills in refugee law training.

### ***Desirable***

Experience as a decision-maker in UNHCR or Government SD procedures is highly desirable. Experience in providing legal representation to asylum seekers in UNHCR or Government SD procedures. Experience in supervising a team. Completion of the RSD Learning Programme and other UNHCR Learning Programmes relevant to RSD. Training and coaching experience. Experience in working with vulnerable or traumatized individuals.

---

### **Functional Skills**

*PR-Individual Case Management (People of Concern)*  
*PR-Protection-related guidelines, standards and indicators*  
*PR-Interviewing and counselling refugees/asylum seekers*  
*PR-Government Refugee Status Determination (RSD) procedures*  
*PR-UNHCR RSD Principles and Procedures*  
*PR-Adjudication of individual asylum claims in RSD*  
*LE-International Refugee Law*  
*PR-Human Rights Doctrine/Standards*  
*PR-International Humanitarian Law*  
*LE-International Criminal Law*  
*LE-Draft legal opinions*  
*CM-Cross-cultural communication*

(Functional Skills marked with an asterisk\* are essential)

---

### **Language Requirements**

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***  
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***  
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

---

## **6. Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

### **Core Competencies:**

*Accountability*  
*Communication*  
*Organizational Awareness*  
*Teamwork & Collaboration*  
*Commitment to Continuous Learning*  
*Client & Result Orientation*

### **Managerial Competencies:**

*Empowering and Building Trust*  
*Judgement and Decision Making*  
*Managing Performance*

### **Cross-Functional Competencies:**

*Analytical Thinking*  
*Planning and Organizing*  
*Policy Development and Research*

---

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.

---

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.